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CHILD SUPPORT ENFORCEMENT PROGRAM

ADVANCE PLANNING DOCUMENT
FOR AN
AUTOMATED CHILD SUPPORT
ENFORCEMENT SYSTEM

VOLUME II OF II
APPENDICES

NOVEMBER, 1982

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Automated child support enforcement syst



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Automated Child Support
Enforcement System

ADVANCE PLANNING DOCUMENT

A P P E N D I C E S

Volume II or II

Prepared by

Department of Revenue
Child Support Enforcement Bureau
P. O. Box 5955
Helena, MT 59604

Presented to

Assistant Secretary for Management and Budget
Department of Health and Human Services
Office of the Secretary
Hubert H. Humphrey Building
200 Independence Avenue
Washington, D.C. 20201

November, 1982

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NOTE: A detailed Table of Contents appears in each Appendix section.

APPENDIX I.

CURRENT IV-D SYSTEM

State and Local Office Planning
&
Problem Solving Agendas

Training Session Dates:

1. June, 1980
2. July, 1980
3. September, 1980
4. January, 1981
5. April, 1981
6. February, 1982
7. April, 1982
8. August, 1982

The meeting agendas are being included in this APD to illustrate topics covered in our continuous effort to work with the current computer system and identify automated needs for a future system.

ADMINISTRATIVE PROCESS (CONT.)

3:30

SUPPORT PAYMENTS

- PRE-HEARING SETTLEMENT CONFERENCE
 - A. CS-49
 - B. CS-57
 - C. CS-58
- EFFECT OF COURT ORDER FOR SUPPORT
 - A. AFTER ENTRY OF ADMINISTRATIVE ORDER
 - B. BEFORE ENTRY OF 'ADMINISTRATIVE ORDER'
- 20-DA" PERIOD FOR PAYMENT
- NOTICE NUMBER
- MODIFYING AN ADMINISTRATIVE NOTICE
 - A. CS-48
 - B. FINAL HEARINGS ORDER
- LENGTH OF JUDGEMENT OF ADMINISTRATIVE ORDER
- AFTER AFDC CLOSURE
- DIFFERENCE BETWEEN 'NOTICE' & 'WARRANT'
- ARREARAGE COMPUTATION
 - A. CS-25
 - B. SRS DATA BANK

BRUCH 11:00-12:30

3:00

BREAK

3:30

MANAGEMENT/ADMINISTRATION

- FY 81 BUDGET PLANS
 - A. BY REGION
 - B. FUTURE BUDGETS
- INVENTORY
- COOPERATIVE AGREEMENTS
- COUNTY PROJECTS
- NAFDC FEES
- KALISPELL REVIEW
- GAS ALLOCATION, CARS
- ID'S, BADGES, CARDS
- JOB DESCRIPTIONS, POSITION DUTIES
- COMMERCIAL COLLECTION
- SAFEGUARDING INFORMATION
- MT-79-PC FED AUDIT 'MT-80-PC'
- COOPERATION WITH OTHER STATES
- RECOVERY OF BLOOD TEST COSTS
- MEDICAL ARREARAGES



TRAINING SESSION
June 4, 5, 1980

DEPARTMENT OF REVENUE	COUNTY PROJECTS	GREAT FALLS, MONTANA
RECOVERY SERVICES DIVISION	TRAINING SESSION	JULY 23, 1980
CHILD SUPPORT ENFORCEMENT BUREAU		
8:00	<u>INTRODUCTION</u>	<u>LOCATE/GENERAL ADMINISTRATION</u>
	--AGENDA	--OTHER GOVERNMENT AGENCIES
		--DISCOVERING ASSETS
		--SAFEGUARDING INFORMATION
		--CONFIDENTIALITY
9:30	<u>ESTABLISHING A SUPPORT OBLIGATION</u>	<u>CASE MANAGEMENT</u>
	--SECTION 53-4-248, MCA.	--ADD/CHANGE MAINTENANCE FORMS
	--45 CFR 302.50 (A)(1)	--COUNTY-TO-COUNTY CSE FILE TRANSFER
	--NOTICE REQUIREMENTS TO OBLIGOR & OBLIGEE	
	--PAYMENT ARRANGEMENTS	
	--CASE PRIORITIES	<u>PROGRAM MANAGEMENT</u>
	--SPECIAL NEEDS DAY CARE	--FEDERAL REPORTS
	--SUPPORT DEBT PRIOR TO PUBLIC ASSISTANCE	--PERFORMANCE REPORT
	--OBTAINING ALL GRANT AMOUNTS FOR ALL MONTANA COUNTIES	
	--NATIVE AMERICANS	
10:00	<u>BREAK</u>	<u>BREAK</u>
10:15	<u>ESTABLISHING A SUPPORT OBLIGATION (CONT.)</u>	<u>PROJECT ADMINISTRATION</u>
11:00	<u>DISTRIBUTION</u>	--TIME STUDIES
	--ROUTING OF COLLECTION	--RECORD KEEPING
	--NAFDC	--LEASE/PURCHASE OF EQUIPMENT
		--BILLING
11:45	<u>LUNCH</u>	<u>FRAUD</u>
		--REIMBURSABLE FRAUD WORK
		--ELEMENTS OF A GOOD STATEMENT
5:00		<u>ADJOURNMENT</u>

Friday, September 26, 1980

8:00 - 12:00

. COMPUTER

- What cases should be going on now?
- Why closed cases don't come off master file?
- Rejected computer forms
- Resubmission of computer forms
- Why is money collected on Writ, always applied to current obligation first?
- Where is tax offset applied?

. CASH RECEIPTS JOURNAL

. AUTOMATED BILLING

. LP-6's

- Time lag
- Where to send

. OFFICE PRACTICE

- Inspection by other offices

. MONEY SENT ERRONEOUSLY

. GAS ALLOCATION

. COLLECT CALLS

. MAIL FROM REGION TO CENTRAL

. POSTAGE & PHOTO COPY CHARGES

. TRAVEL VOUCHERS

. FLEX TIME

12:00 End of Meeting

1:00 Travel Home

DEPARTMENT OF REVENUE
RECOVERY SERVICES DIVISION
CHILD SUPPORT ENFORCEMENT BUREAU

TRAINING SESSION

BILLINGS, MONTANA

SEPTEMBER 23, 24, 25, 1980



SEA • OF MONTANA

DEPARTMENT OF REVENUE

MITCHELL BUILDING
HELENA, MONTANA 59601

October 15, 1980

MEMORANDUM

TO: CSE REGIONAL SUPERVISORS

FROM: RAYMOND P. LJNDER *R.P.L.*
Bureau Chief

RE: ITEMS AGREED TO/CLARIFIED AT BILLINGS STAFF MEETING

- . Generally speaking, DOR employees are not able to provide service of CSE Notices.
- . For the present, do not execute on non-liquid personal property or real property (until at least 1/1/82).
- . When executing on a paycheck drawn on an out-of-state corporation, serve the Montana payroll official, if possible.
- . Examine the possibility of holding Administrative Hearings at locations other than remote counties. Can all hearings be held in cities with a CSE office?
- . The Order of the Hearings Officer establishing a support debt must be filed with the District Court Clerk through the Warrant of Dstraint in order to "execute".
- . Appeal period from Administrative Orders is 30 days plus 3 days each way for mailing.
- . No independent payment review will be performed by the Bureau Chief prior to signing a Warrant of Dstraint - Regional Supervisor insures adequacy.
- . Calculate AFDC arrearage as far back as possible.
- . Design the NAFDC application to include the "LP-6 function".
- . Determine the SRS position on including the "LP-6 function" in the AFDC application.

ITEMS AGREED TO/CLARIFIED

Page 2

- . In establishing paternity, the 3 year statute of limitations should not be the overriding factor in a decision to proceed.
- . The parent of an unemancipated minor signs the consent form for a blood draw.
- . Continue the effort to move away from blood tests prior to District Court involvement in paternity cases. This is particularly true unless the obligor stipulates to the admissability of tests results into evidence.
- . Solicit a legal opinion on the issue of NAFDC putative father services. Can the putative father file an NAFDC application? Is there a "custodial parent" issue? (Ray's job)
- . A Warrant of Distraint may be filed if the obligor defaults on a stipulation.
- . Inventory questions to Kathy Neville.
- . Where is flex-time for employees based outside Helena?
- . Garrity - call Peterson in Denver on character of Warrant of Distraint collection: present support vs. arrearage issue.
- . Since automated delinquent billings is almost ready, mark the "Bill" code only on those cases to be billed.
- . No bill for out-of-state obligors for the time being.
- . 10 Bill cases on computer for each region by 10/30/80.
- . Amend CS-58, Item #3 (Form lines 17 & 18) to indicate amount due to obligee.
- . Change address in Item #10 of CS-58 to a blank space for each local office.
- . The CS-12 Court Debt section may need separate sub-totals for Debt to State/Debt to Obligee.
- . Send Ray a photocopy of any change you make to a standard CS form.

RPL:kd

<u>Time</u>	<u>Item</u>	January 15, 1981	<u>Action</u>
9:00 A.M.	<u>Department of Revenue:</u>		
	. Ellen Feaver, CPA		Introduction
9:15 A.M.	<u>Agendas:</u>		
	. Todays		Changes
	. Great Falls		Develop
	. Billings		Outline
9:30 A.M.	<u>SBAS:</u>		
	. Kathy Sescat, Accounting Bureau Chief		Introduction
	. SBAS Form 661		Questions/Answers
	. Responsibility Center 31		Questions/Answers
	. Encumbrance Balances		Questions/Answers
	. General Fund Account		Questions/Answers
	. Federal & Private Revenue Account (FPRA)		Questions/Answers
	. Federal & Private Grant Clearance Account (FPGCA)		Questions/Answers
	. Responsibility Center 039801		Questions/Answers
10:00 A.M.	<u>Accounts Receivable:</u>		
	. Debt Computation		Policy Review
	. CS-28		Example
	. Distribution of warrant of arrest		Problem Solving
	. Form CSA-11		Problem Solving
	. Warrant Inquiry (SRS-DP-16)		Policy Review
	. Repayment Agreements		Discussion
	. Distribution (Central vs Field)		Discussion
	. Redesign Form CS-25		Discussion
11:30 A.M.	<u>Audit</u>		
	. 3rd Annual Federal Audit		Review
12:30 P.M.	<u>Internal Management:</u>		
	. Comp Time - Earn & use rules		Policy Exposition
	. Travel, per diem, private care, leave & return to station, sick leave times		Policy Exposition
	. Fund allocation		Report
	. Office reviews (Hours & Events)		Procedure Explanation
	. Personal Business/State Business		Policy Exposition
	. Home phones & addresses		Distribution
	. Forms & supply ordering		Problem Solving
	. Hiring/Firing		Story Telling
	. Official Pronouncements		Example
2:00 P.M.	<u>Fraud:</u>		
	. IV-D Fraud		Definition
	. IV-A & Other Fraud		Definition
	. CSLEB Fraud Cases		Policy Review & New
			Policy Proposal
	. Repayment Agreements		Procedure Development



STATE OF MONTANA

DEPARTMENT OF REVENUE

MITCHELL BUILDING
HELENA, MONTANA 59601

April 27, 1981

MEMORANDUM

TO: REGIONAL SUPERVISORS
Child Support Enforcement

FROM: RAYMOND P. LINDER *R.P.L.*
Bureau Chief

RE: STAFF TRAINING SESSION
May 11-13, 1981
4th Floor Conf. Room -- Employment Security Bldg.
Corner of Lockey & Roberts
(Use the West Door & Elevator on the Lockey St. Side)
Bring: Manuals, Region Expenditure Reports, etc.

A G E N D A

May 11, 1981

1:00 P.M. Convene (all)

A. Nature of Support Debt

Arrearages
Statutory Debt
Stipulated Debt (CS-48)
Payment Agreement
Administrative Determination
Court Ordered

B. Assignment of Support

Subrogated Debt & Report
Warrant Inquiry (CS-25)
SB 73
EA-32 (revised)

C. Administrative Notices

CS-11	CS-36
CS-12	CS-48

D. Miscellaneous

URESA (filings & dismissals)
NRFSEA URESA Guide
NAFDC Application Fee
NAFDC Collection Fee
OCSE-3
LP-6

4:00 P.M. Recess (all)

5:00 P.M. Reconvene (Bureau Chief, Assistant Bureau Chief,
Regional Supervisors)
1412 8th Ave.

A. Budget

B. Other

Comp Time Policy
Trust Fund
Petty Cash
Missoula & Butte Office Reviews
Case Prioritization

8:00 P.M. Recess (Bureau Chief, Assistant Bureau Chief,
Regional Supervisors)

May 12, 1981

9:00 A.M. Convene (all)

A. Automated Accounts Receivable

Support Payments Manual
Absent Parent Information
Recipient Information

B. Accounts

Banned accounts
Arrearage only accounts
Account Closure rules
State Incentive
Changes to accounts
Account vs Case
Absent Parent Master File Adjustments
List of Absent Parents - Region/County

C. Processing

Processing Field Input
Cash Posting
LP-6

11:45 A.M. Lunch recess (all)

1:15 P.M. Reconvene (all)

D. Distribution

NAFDC
Interim
AFDC

E. Reports

Maintenance
Management
SBAS
FIPS
Purge

F. Problems

Paternity
Ward

4:30 P.M. Recess (all)

5:30 P.M. Supper at Linder's (all invited)

Menu depends on the weather
BYOB
Spouses invited (especially mine)
Count at noon today

May 13, 1981

8:30 A.M. Convene (all)

A. Incomplete Topics

B. New or Not Covered Yet

Noon Adjourn - Lunch - Return Home

RPL;kc

cc: L. Miller
K. Richardson

DEPARTMENT OF REVENUE
LEGAL DIVISION
CHILD SUPPORT ENFORCEMENT BUREAU

STAFF MEETING
&
TRAINING SESSION

FEBRUARY 16, 17, 18, 19 1982

COPPER KING INN
4655 HARRISON AVENUE
BUTTE, MONTANA

(406) 494-6666

TUESDAY - FEBRUARY 16, 1982

Mountain Con Room

1:00 P.M. CONVENE (ALL)

- | | |
|--------------------------------|-------------|
| . Introductions | Information |
| . Agenda - Changes & Additions | Information |

1:15 P.M. GENERAL INFORMATION

- | | |
|--|-------------|
| . Banned Concepts | Information |
| . Department of Highways Gas Available | Procedure |
| . Department of Revenue Update - Jon Meredith,
Legal Division Administrator | Information |

1:45 P.M. CASE MANAGEMENT

- | | |
|-------------------------------|---------|
| . Montana Project - Bob Nanto | Problem |
|-------------------------------|---------|

2:45 P.M. BREAK

3:00 P.M. CASE MANAGEMENT (continued)

- | | |
|--|--------------------------|
| . New Forms | Procedure |
| . Forms in Use | Information |
| . Case Prioritizing & Processing | Problem |
| . Referral for Oblige CS Retention | Procedure |
| . Application Fees | Information |
| . Collection Fees | Information |
| . Office to Office Case Transfer;
Judicial & Administrative | Problem |
| . Reservation Jurisdiction | Information |
| . NAFDC Office Update | Information &
Problem |

3:30 P.M. ACCOUNTS RECEIVABLE

- | | |
|--|-------------|
| . NAFDC Arrearages, Subrogated Debt, Statutory Debt-
What are we after? | Problem |
| . Unemployment Compensation--crediting and
collection problems | Problem |
| . Dummy 02 Accounts | Problem |
| . Sending \$ back to Obligor | Problem |
| . Missing Maintenance | Problem |
| . Cash Receipts Journal | Problem |
| . Does CSA-10 Arrearge Field contain assigned debt
or only subrogated debt? | Procedure |
| . NAFDC cash on CR-1 & CR-2, but not on cash pages
or cash receipts | Problem |
| . Performance Budget - How are AFDC arrears being
applied back to the assistance county | Information |
| . In Excess of - In Lieu of | Information |
| . Incentives | Information |

5:00 P.M. RECESS

6:00 P.M. BUDGET & MANAGEMENT (Regional Supervisors)

- | | |
|---|-------------|
| . Performance Budget | Information |
| . Current Expenditures | Information |
| . Changes in CSEB Report | Information |
| . Cooperative Agreements | Information |
| . Federal IV-D Proposals | Information |
| . Equipment - Bookcase & Filing Cabinet | Procedure |
| . Responsibility Center Expenditures | Information |
| . Typewriters - IBM 75 | Problem |
| . MOM Manual Materials | Problem |
| . 7:00 P.M. Adjourn | |

WEDNESDAY - FEBRUARY 17, 1982

9:00 A.M. DEALING WITH DEFENDANTS

- | | |
|--------------------------------|-------------|
| . Bob Nanto | Information |
| . Break at approximately 10:15 | |

NOON LUNCH

1:00 P.M. DEALING WITH DEFENDANTS (continued)

2:45 P.M. BREAK

3:00 P.M. COPING WITH STRESS

- | | |
|-------------|-------------|
| . Bob Nanto | Information |
|-------------|-------------|

4:30 P.M. END OF DAY

THURSDAY - FEBRUARY 18, 1982

9:00 A.M. CREDIT BUREAU OF MISSOULA

Information

- . James R. Frohlich, President
- . Dealing effectively with collection agencies, procedures and phrases to use to obtain the best results and cooperation.
- . An overall view and description of items that can be obtained from a computerized credit bureau report. (interpretation, duration of entries on the credit record, procedure to flag a credit report for locate purposes)
- . An explanation of items of information that can be obtained from a credit bureau that are not included on the computerized printout, and the proper procedure to obtain this information.
- . Skip tracing and how to use it.
- . How to use collection agencies to locate assets. (Specifically liquid assets, how to find where a person banks and the amount of money in their accounts)
- . Definitions and terms of "buzz words" used by collection agencies. (skip tracing, one monther, deed of trust, trust indentures, quit claims deeds)

CREDIT BUREAU OF MISSOULA (continued)

Information

- . Overall view of how collection agencies work and their procedures and sources of information.
- . Brief explanation of the "Checkrite System" and how it works.
- . How to fully utilize a collection agency and the proper procedures to do so.
- . Types of information available from a collection agency.
- . How to interpret collection agency phraseology, Trade codes & returns.
- . Interviewing techniques.
- . Available sources of information.
- . Discovering assets and bank accounts.
- . The proper use of "phone power collections".

NOON LUNCH

1:00 P.M. CREDIT BUREAU (continued)

3:30 P.M. MONTANA TITLE & ABSTRACT COMPANY

Information

- . Dick O'Leary
- . Title searches
- . Treatment of judgements & liens
- . Warrants for Distrain
- . Information available
- . Questions & Answers

5:00 P.M. BREAK

6:00 P.M. AFDC PROGRAM CHANGES (ALL)

Information

- . Marilyn Jensen, Eligibility Specialist
- . Zero Grants
- . Maternity Grants
- . Eligibility & Computation Months
- . 30 and 1/3 Disregard
- . Work Program
- . Unemployed Parent
- . Stepparent

7:00 P.M. END OF DAY

FRIDAY - FEBRUARY 19, 1982

8:30 A.M. ESTABLISHING THE SUPPORT OBLIGATION

- | | |
|---|-------------|
| . AFDC Maternity Grants | Procedure |
| . SSN on CS-58, "Stipulation" | Problem |
| . Praeipce signing - practice of law | Problem |
| . Who negotiates state debt | Procedure |
| . Legal ramifications of Achtenberg case GF #16 | Information |
| . Medical Debt--Role in Payment Negotiation | Procedure |
| . Hearing Notices by Sheriff & Certified Mail | Problem |
| . Vacating Hearings--What about re-issuing the Notice | Problem |

ESTABLISHING THE SUPPORT OBLIGATION (continued)

- . Obligor Notice of Assignment - Constitutional Due Process--
Hower vs Hower Information
- . Hearing scheduled within 30 days of Request Procedure
- . AFDC arrearage case - proper case processing
EXAMPLE: Parties divorce 1/1/70 - order for \$100/month,
one child.

Mother and child receive aid from 1/81 thorough 12/81,
totaling \$2,400. Obligor has never paid support.

Do we collect entire arrearage of \$13,200, or do we collect
the amount of AFDC paid out Problem

- . When entering an arrearage amount on a computer form,
is the assigned debt or the AFDC debt entered (NOTE-assigned
debt may include arrearages due the recipient) Problem

10:15 A.M. BREAK

10:30 A.M. AFDC PROGRAM INFORMATION

- . Marilyn Jensen

10:45 A.M. ENFORCING A SUPPORT OBLIGATION

- . Amended Liens--Amended lien number needed on both the
Pracipe & Warrant Procedure
- . Use of State Tax Offset for AFDC recipients who
retained direct CS payments Problem
- . Faller vs Sky--Lien covering Subrogated Debt and
Assigned Debt; Obligee leaves state. How do we
collect on only Subrogated Debt. Other state
has URESA filed here for her \$. Problem
- . Characteristics of Warrant for Distrainment Liens -
Problem with Clerk & Recorder & District Court Problem

NOON

ADJOURN

DEPARTMENT OF REVENUE



ELISE SCHWINDEN GOVERNOR

5010 HILL ROAD

STATE OF MONTANA

HELENA, MONTANA 59609

April 16, 1982

MEMORANDUM

TO: Regional Supervisors
Regional Attorneys

FROM: Raymond P. Linder
CSE Bureau Chief *R. Linder*

RE: Staff Meeting

General Information: Both meetings will begin at 9:00 A.M.
and end at 4:00 P.M. on Thursday, April 22, 1982.

REGIONAL SUPERVISORS
Room 136 - Mitchell

REGIONAL ATTORNEYS
Room 236 - Mitchell

- . FY 83 Op. Plan
- . 84-84 Biennial Budget
- . New Accounting System
- . Investigator I
- . (Additional Items)

- . Intervention
- . Administrative Hearings
- . Forms
- . Needed Legislation
- . (Additional Items)

JOINT STAFFING
Room 136 - Mitchell
approx. 3:00 P.M.

Operating Problems & Issues

TUESDAY - AUGUST 10, 1982

Rimini Room

1:00 P.M. CONVENE (ALL)

- . Introductions
- . Agenda - Changes & Additions
- . Performance Budget Report

1:15 P.M. CASE MANAGEMENT

- . Montana Project - Bob Nanto

2:45 P.M. BREAK

3:00 P.M. ENFORCING A SUPPORT OBLIGATION

- . Federal Tax Offset
- . State Tax Offset

3:45 P.M. ESTABLISHING A SUPPORT OBLIGATION

- . Draft revisions to Administrative Amount Due
- . Paternity

5:00 P.M. ADJOURN

- . Attitude Adjustment Hour - Brickyard Restaurant (No Host)

WEDNESDAY - AUGUST 11, 1982

9:00 A.M.

INFORMATION SYSTEMS

LITIGATION STRATEGIES

Rimini Room

Mitchell Building - Room 160

Investigators, Administrative Aides
and Assistants

Attorneys

NOON

LUNCHEON AT PARK PLAZA
BRICKYARD RESTAURANT

1:00 P.M.

INFORMATION SYSTEMS (continued)

LITIGATION STRATEGIES (continued)

Rimini Room

Mitchell Building - Room 159

4:30 P.M.

ADJOURN

5:30 P.M. SOFTBALL GAME

- . Exchange Field #2 (Near Lewis & Clark Fairgrounds)
- . Regions 2 & 4 vs Regions 3 & 5

8:00 P.M. PICNIC - Hosted by Helena Staff

- . Rustic Shelter - Lewis & Clark Fairgrounds

THURSDAY - AUGUST 12, 1982

Rimini Room

8:30 A.M. ENFORCING A SUPPORT OBLIGATION

- . Unemployment Insurance Offset - Rich Clough
- . 60 day Writs
- . Notice of Levy

10:00 A.M. BREAK

10:15 A.M. LEWIS & CLARK COUNTY CIVIL DEPARTMENT -

11:00 A.M. PROGRAM MANAGEMENT

- . Forms
- . Co-operative Agreement Payments
- . Obligor Cards
- . Reply Ordering

NOON

ADJOURN

GROUP #1

Ray Linder
Tom Steckler
Sam Lemaich
Lorna Wall
Denise Thurman
Lynn Miller
Kathy Snyder
Deanna Shirek
Marcia Jean
Gary Petersen
Melanie Walburn
Dick Christian

GROUP #2

Barb Booher
Dave Waldron
Cheryl Klockhammer
Duane Hansen
Tara Andren
Bea Knudson
Rhonda Eckart
Patty Mott
Margi Clinch
Sharon Stephenson
Debbie Gibson

GROUP #3

Kathy Doughty
Sharon Miles
Larry Racicot
Jean Truyster
Jim Betterman
Kathy Paterni
Nina Painter
Barry Becker
Dennis Shober
Joyce Shaw
Bob Nanto
Jon Meredith

August 11, 1982

1:00 p.m. Group #1 - Radio Shack

Group #2 - Micro-World

Group #3 - Monroe

APPENDIX I.

CURRENT IV-D SYSTEM

Walter Marceillar's Review of
Bradford I



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

REGION VIII

FEDERAL OFFICE BUILDING
19TH AND STOUT STREETS
DENVER, COLORADO 80294

October 30, 1979

RECEIVED

NOV 02 1979

**STATE DEPARTMENT
OF REVENUE**
OFFICE OF CHILD SUPPORT
ENFORCEMENT

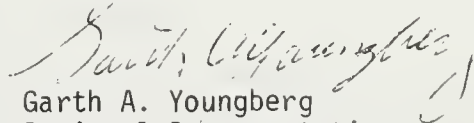
Mr. Ray Linder
Bureau Chief
Child Support Enforcement
Montana Dept. of Revenue
Sam Mitchell Building
Helena, Montana 59601

Dear Ray:

Enclosed is a copy of Mr. Walter Marceillars' report to us regarding the ADP review. Ordinarily we do not send copies of memoranda because they are intended for our "in-house" use only and sometimes are quoted as though they represent some official position.

In this case, however, the memorandum's content appears of more use to you than to us provided you do not construe it as representing an official position. Its intent is merely to assist with development of the Bradford system's full capability.

Sincerely,


Garth A. Youngberg
Regional Representative

Enclosure

MEMORANDUM

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
REGION V — CHICAGO
OFFICE OF CHILD SUPPORT ENFORCEMENT

TO : Mr. Garth Youngberg
Regional Representative

RECEIVED 1979

NOV 02 1979

6Y
PB
AP

STATE DEPARTMENT
OF REVENUE

FROM : ADP Specialist, OCSE

SUBJECT: Review and Assessment of the Montana IV-D Automated System.

This memorandum addresses each of six items included in your memorandum of July 30, 1979, and provides additional recommendations resulting from the August 20-24, 1979 review and assessment of the Montana IV-D automated system.

1. Possible installation of CRT.

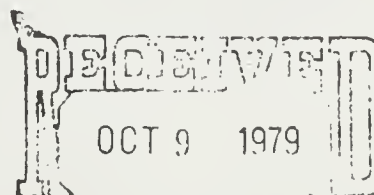
Online access and update capabilities would greatly enhance but require major costly modifications to the system. The system master file is housed on magnetic tape which is not supportive of this type of processing. It is recommended that this system enhancement be delayed until such time when the products of the current process are desirable and the State feels that online processing modifications are cost justifiable.

2. Encoding obligee's address into the system.

The system presently provides for a monthly IV-A/IV-D interface where obligee address information can be captured and either maintained separately in the system or included in the system master record where sufficient space is available for storage of such information. The latter is recommended and can be accomplished through several minor modifications.

3. Implementation of the billing capability.

The system is fully capable of producing billing which can be turned on and off at will. It is recommended that one or two counties be selected for billing initially until such time when the State is satisfied that the billing process is correct. A master file that is current is the key.



"ENERGYWISE



ECONOMIZE

NOV 02 1979

STATE DEPARTMENT OF REVENUE

4. Devlising compatability with the IV-A software system

See item "2" above. Additionally, any data forwarded from the IV-A system should be via magnetic tape and totally compatible with the IV-D system.

5. On-site assistance in placing the entire caseload on the system.

This is by far the most important task of all since the key to the system is its absent parent master file. Through begging, borrowing and stealing, bodies have to be made available to build the master with the universe of cases. Once this one time project is complete, ongoing maintenance of the file should be no problem for the State.

6. Effectiveness and accuracy of the system.

The effectiveness and accuracy of the Montana system is totally dependent on the operational efficiency of the State. The system is capable of supporting the major IV-D functions, and with proper attention, can provide the necessary tools for a more comprehensive State administration of the program.

Another area needing attention is that of system control. This should be a centralized function within the IV-D agency. Presently, control of the system is too dependent on other State components with systems interface. A small unit within the IV-D agency with a working knowledge of the system, familiarity with system needs and responsibility for all input entering the system timely, should be established for purposes of system control.

The final item of discussion is the application process. It is during this county level process when basic absent parent data can be captured. This can be accomplished by using a dual purpose IV-A/IV-D application form. This method would provide automatic referrals and also expedite the establishment of the absent parent master record. Also, the automated system requires that this established record contain either a valid Social Security number or an assigned pseudonumber for identification purposes. These pseudonumbers would be State issued and controlled with assignment by the counties.

In summary, the Montana automated system is a basic, sound system that is capable of serving the needs of the State, but a system that has suffered greatly due to decentralized control and general lack of attention. If the recommendations presented here are adopted after being passed along to the State, a much more efficient

Automated system with more useful and meaningful products of the system process will result.



Walter Marceillars
ADP Specialist, OCSE

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OF REVENUE**

APPENDIX I.

CURRENT IV-D SYSTEM

1. Jemma Penny's Recommendation for
Bradford I.
2. TT Field Report
3. CSE Regional Management
(CSEB Management Actions based
on Jemma Penny's Review)

11/30/79

RECOMMENDED DATA PROCESSING CHANGES:

1. Add recipient address to absent parent masterfile and input document. Cases currently on file should be matched with SRS tape. Cases not matched, DOR should print list and Investigations code.
2. In order to discontinue setting up new cases when clients transfer to another county or becomes Non-ADC with arrearages owed to the state (repayment cases), assign a IV-A county number to arrearages. Make policy decision to reduce arrearage amountes either lifo or fifo (recent-earliest).
3. If feds do not allow states to apply current FFP rates to all arrearages, add additional fields (probably variable in length) to masterfile and input form to allocate total arrearages by appropriate FFP period.
4. Add account type to CR-2. Delete column "How payment was made."
5. Add columns for 1) document number 2) amount and 3) code for Non-ADC, "in lieu of public assistance" and "in excess of" to the Regular Cash Transaction Form. Print above three items on Cash Receipts Journal. At month end, provide symmary of amount of receipts by tape code.
6. Distribution run should include a list of Non-ADC checks at end of ADC for balancing purposes.
7. Print IV-D case number on Absent Parent Masterfile listing.
8. Print L1 report in Absent Parent Social Security number order by ADC and Non-ADC.
9. Provide in document number sequence order from Cash Receipts Journal list of cehcks, who paid to, etc. (same data elements as currently contained in book).
10. Provide weekly edit of maintenance. Create "dummy" masterfile to post. Create "holding file" for all maintenance to include new cases, changes, and terminations. At month end, pull all current and prior month effective date transactions and update masterfile. Provide weekly listing of holding file alpha by absent parent.
11. Provide weekly list of absent parents for posting cash--or use CRT to post cash.
12. Add MFC code to 550 reports (update error listing) - currently in process.

AMENDMENT TO CHECK PROCESSING

Checks from Mailroom - Cashier - A & A - Investigation

Investigation: Take AP listing and recipient address
plus changes for current month and future.
Record: Ap's last name, SS#, Region,
County on check and maybe client's last
name

Complete warrant claim
Cases not on AP listing or update, call
and complete inout form on new cases.
Attach with copy of check.
Send to A & A

Audit & Accounting: Assign document number to warrant claim
and copy of check
Copy first line with cash
DP system will provide document listing BK-

Should no longer re-check obligee and
status on AP masterfile

DP provie list of AP's - post cash,
document number, amount, code and collection
report # to list
Add new cases
Weekly batch

DP provides 1) document order listing
2) cash receipts journal
with document number

Distribution run - include Non-ADC checks

PROCESSING OF CHILD SUPPORT PAYMENTS FOR MONTANA

Mailroom: . receives checks
 . opens checks
 . sends to cashier

Cashier: . makes a copy of checks
 . deposits checks
 . sums up daily receipts and attaches a temporary receipt (pink slip) with copies of checks
 . sends temporary receipt to Audit & Accounting and copies of checks to Investigation

Audit & Accounting: . completes collection report from temporary receipt - send white copy to cashier, keeps yellow copy of collection report

Investigation: . receives maintenance input forms from Regions, sends white copy to A & A, keeps yellow copy for files
 . upon receipt of copy of checks, pulls maintenance input form, records on copy of check:
 a) client's name
 b) client's address (if Non-ADC)
 c) IV-A county
 d) recipient status - ADC or Non-ADC
 . completes warrant claim for Non-ADC "payable to" includes:
 a) recipient name & address
 b) description of items being paid includes:
 1. date
 2. child support collected for month of _____
 3. county name
 4. amount
 . attaches warrant claim to copy of check
 . separates batch of checks into ADC & Non-ADC and returns to Audit and Accounting

Audit & Accounting: . pulls yellow copy of collection report and attaches to temporary receipt
 . Non-ADC checks
 1. assigns document number to warrant claim
 2. codes first line of warrant claim to include items E.H.Jl,Kl, total of "from" transactions A-H, Hash Total
 3. records in document number listing book document number, date to accounting, payee, comment, amount

PROCESSING OF CHILD SUPPORT PAYMENTS FOR MONTANA - cont.

4. records document number on copy
of check
5. bureau chief signs warrant claim
6. batches and sends warrant claims
to accounting

Accounting: . upon receipt of warrant claims, writes checks daily to Non-ADC clients. (Note: the automated IV-D system does not write checks) - internal system writes checks to clients

Audit & Accounting: . CASH

- . put ADC and Non-ADC copies of checks in order by county and alphabetical by absent parent (AP)
- . researches each AP on computer state alpha absent parent by region listing to insure obligee and status is correct
- . post "Regular Cash Transaction Form" daily
- . collection report total must equal the sum of 1) regular cash transactions, plus 2) refunds or adjustments for Non-IV-D collections, plus 3) report of incentives from other states.
- . make a list of those cases that the alpha listing and information on the copy of the check do not agree. Return the list to Investigation for further research
- . "Regular Cash Transaction Report" is posted daily to come up with a weekly report (weekly totals are submitted to date processing).
- . complete regular cash batch header for weekly totals to Data Processing (DP) (DP generates a report: Cash Receipts Journal)
- . verify weekly and monthly cash totals
- . manually records document number, date and amount on the end of month Cash Receipts Journal

MAINTENANCE

- . separate by a) all new cases + changes, reopens with current month effective date and + terminations with one month prior effective date and b) changes, reopens with future effective date and terminations with current month and future effective dates
- . batch a) and send to Data Processing (Maintenance files are updated weekly)
- . research and correct error listing
- . DP makes distribution run at end of month when the maintenance file is clean. (does not include Non-ADC cases)

Audit & Accounting -
cont.:

PROCESS DISTRIBUTION RUN

- . match each payment from cash receipts journal to distribution run
- . if cash receipts journal has a document number, go back to yellow copy of warrant claim to determine whether payment was 1) pure Non-ADC, 2) in lieu of assistance grant, 3) excess payment
- . delete Non-ADC cases from distribution report and adjust accordingly
- . maintains ledger for repayment cases in order to adjust percentage rates
- . make list by county of above 3 types of Non-ADC cases
- . balance manual lists to distribution report.
- . adjust incentive amounts
- . produce summary sheet for management
- . prepare no warrant transfers
- . adjust Federal fiscal report for ADC and Non-ADC cases

TT FIELD REPORT

(GRANTEE)

Grantee: Mt. Child Support Project: _____
Enforcement
Dates of TT: Nov. 26-30, 1979 Consultant: Jemma Penny

The information you provide us with on this form is intended to assist NICSE in monitoring and evaluating the technical assistance being delivered in the field, and to help us anticipate and meet future requests. Please complete all items on the form and return in the attached, addressed envelope to:

Joe Miller, NICSE Evaluator
Research and Evaluation Division
University Research Corporation
5530 Wisconsin Avenue
Chevy Chase, MD. 20015

Please go into as much detail as you wish in narrating the areas listed in this form.

Describe the following:

1. Your expectations concerning this technology transfer and whether or not they were realized.

Rate: Good x Fair ____ Poor ____

Comments:

I needed someone who, free of project history, would tell me if my expectations for our CSE accounting system were within reason. Jemma took the time to listen to my ideas and in the course of her work pointed out the feasible from the unreasonable.

2. Were you satisfied with the delivery? If not, please explain why. Rate: Good x Fair ____ Poor ____

Comments:

I am more than satisfied. The consultant worked from dawn to dusk and then some. She left the program, and particularly my Support Payments Manager, with a clear direction to pursue.

3. Describe conditions and factors that facilitated or hindered the delivery.

The consultant's experience, concern, wit, grace and hard work make it impossible to conceive of a more successful transfer.

4. How useful was the TT?

Very useful x Somewhat useful Not useful

5. What aspects of the assistance were the most and the least valuable?

Most valuable: 1) Change to have our employees confer with an expert;

2) Creation of a direction of improvements in the accounting system

Least Valuable: (I am unable to recall anything that was not valuable.)

6. Was the length of the TT adequate?

Yes x No (Explain)

7. How competent do you feel the consultant was?

Very competent x Competent Not Competent

8. What specific actions do you plan to take to utilize the TT?

On 12/10/79 the Data Processing, Audit & Accounting and CSE staff met to work out priorities for improvements. The Director of Revenue has already established a high priority fir CSE needs based on Jemma's conference.

9. What improvements do you expect in your program as a result of the TT?

a) Absent parent masterfile current

b) Cash tapes current

c) Only cases with support amount on system

d) Recipient address available on file

See attached list for complete breakdown

10. What kinds of TT are you interested in as a followup to the TT provided?

We can survive for awhile now in terms of accounting needs. Needs exist in other areas, particularly establishment of paternity and use of Administrative Procedure.

11. Do you have any suggestions about how NICSE could improve its delivery of TT?

Based on this transfer, none is needed. Thank you for your help.



STATE OF MONTANA

DEPARTMENT OF REVENUE

MITCHELL BUILDING
HELENA, MONTANA 59601

December 10, 1979

Memorandum:

TO: John C. "Jack" Vaughn, Administrator
Investigation Division

FROM: Raymond Linder, Chief
Child Support Enforcement Bureau

RE: CSE Regional Management

The Child Support Enforcement Bureau faces several problems in the management of the Montana Child Support Enforcement program. General and specific issues include:

1. Management control of the Big Horn, Flathead, and Hill-Blaine county projects;
2. Case control at County Attorney offices;
3. Liaison with County Attorneys and District Judges;
4. Expenditure control in contracted services;
5. Ability to provide clear lines of authority statewide;
6. Firm supervisory control in the establishment and enforcement of Administrative Orders.

I plan to undertake several changes in the structure of the Child Support Enforcement Regions. These changes are designed to:

1. Establish regional control of the existing county projects;
2. Clarify liaison for county attorneys;
3. Strengthen internal regional administration;
4. Firm up the lines of authority between the central office and field offices.

A description of the new Regional alignment follows.

MONTANA
CHILD SUPPORT ENFORCEMENT REGIONS

REGION 2

Regional Office: Great Falls
Reg. Supervisor: Dennis Shober

Satellite Office: Havre
Local Supervisor: Kathleen Richardson

Cascade	Blaine
Choteau	Hill
Glacier	
Judith Basin	
Liberty	
Pondera	
Teton	
Toole	

REGION 3

Regional Office: Billings
Reg. Supervisor: Andrew Wilson

Satellite Office: Glasgow
Local Supervisor:

Satellite Office: Miles City
Local Supervisor: Gene Bond

Satellite Office: Hardin
Local Supervisor:

Carbon	Daniels
Fergus	Phillips
Golden Valley	Richland
Musselshell	Roosevelt
Petroleum	Sheridan
Stillwater	Valley
Sweet Grass	
Wheatland	Carter
Yellowstone	Custer
	Dawson
	Fallon
	Garfield
	McCone
	Powder River
	Prairie
	Rosebud
	Treasure
	Wibaux
	Big Horn

REGION 4

Regional Office: Butte
Reg. Supervisor: Don Vega

Satellite Office: Helena
Local Supervisor: Nick Ranalli

Beaverhead	Broadwater
Deerlodge	Lewis & Clark
Gallatin	Meagher
Granite	
Jefferson	
Madison	
Park	
Powell	
Silver Bow	

REGION 5

Regional Office: Missoula
Reg. Supervisor: Tom Steckler

Satellite Office: Kalispell
Local Supervisor: Will Walter

Lake	Flathead
Lincoln	
Mineral	
Missoula	
Ravalli	
Sanders	

APPENDIX I.

CURRENT IV-D SYSTEM

1. Training Assignment Statement
2. Kathy Doughty's Audit of Support Payments Unit
3. Correspondence regarding audit



STATE OF MONTANA

DEPARTMENT OF REVENUE

MITCHELL BUILDING
HELENA, MONTANA 59601

February 2, 1981

MEMORANDUM

TO: Kathy Doughty

FROM: Raymond P. Linder *R.P.L.*
Bureau Chief

RE: Training Assignment Statement

Prepare a management analysis report by March 2, 1981, of Support Payments Unit operations focusing on:

- 1) The "Bradford System" input/output requirements, deadlines, sources, and uses;
- 2) Elimination of unnecessary or outmoded practices as they are discovered;
- 3) Implementation of required processes as they are developed;
- 4) Recommendations for future improvements of the overall efficiency or effectiveness of the Unit..

Please avoid:

- 1) Performing routine daily workload duties except to increase your knowledge of the overall operation of the Unit.

cc: Barbara Booher
JoAnn Crabtree



STATE OF MONTANA

DEPARTMENT OF REVENUE

MITCHELL BUILDING
HELENA, MONTANA 59601

March 2, 1981

MEMORANDUM

TO: RAYMOND P. LINDER
Acting Administrator

FROM: KATHY DOUGHTY *Kathy Doughty*
Program Services Assistant

RE: SPECIAL ASSIGNMENT: CHILD SUPPORT AUTOMATED ACCOUNTS RECEIVABLE
REPORT ON FINDINGS OF ASSIGNMENT
(February 2, 1981 - March 2, 1981)

Several audits have been performed of the Bradford Computer System's ability to meet Division needs. All audit outcomes have determined that we are working with a system that is capable of producing accurate and informative reports. Our basic problem lies with user orientation to what the capabilities are and how they can be accomplished.

Presently, all regional offices are updating the Bradford System with little directional information. There does not exist a reference manual detailing how to accomplish unique changes. The users manual provided only outlines basic add/change functions.

A thorough understanding of all reports generated by the Bradford System is needed by all individuals that work with the Bradford System. Orientation should be provided to the Support Payment Unit's staff first. When they understand the system inside and out, they can then explain their expectations to the field level.

The field offices need to work on cleaning up their case load. This can be accomplished by generating Region/County Alpha Case Listings, this will allow them to focus only on their case load. The field offices should be provided with this report on a monthly basis and every six months they would receive an Alpha Case Listing - Statewide to use for reference of the existence of cases in another region.

Bradford users lack in technical assistance provided by DOR/ Data Processing. Data Processing is willing to make all the enhancements we recommend, however, they lack the history information needed to have the foresight to determine what

REPORT ON FINDINGS OF ASSIGNMENT

Page 2

the outcome of a change will do structurally to the reports. Changes are made and then SPU deals with the outcome and guides the programmer to make additional changes to obtain the format desired.

A review of enhancements to the Bradford System was conducted, but comments are not in this report. A determination of what our future needs can only be addressed when we have corrected the information that we are now being provided with from the Bradford Computer System.

This report will focus on four major topics:

1. Great Falls Training Session
2. Operational Problems
3. Input/Output Procedures
4. Reports Generated by the Bradford Computer System.

I hope that the recommendations that I have made can be achieved through future input and assistance from myself. I have enjoyed this assignment and would like to aid in alleviating some of the existing problems.

kd

cc: B. Booher
J. Crabtree
D. Shober
D. Waldron
L. Racicot
T. Steckler
R. Linnell
G. Peterson

I. GREAT FALLS TRAINING SESSION

The Great Falls Training Session surfaced problems that the field staff were concerned about. Listed below are individual problems and my findings:

1. Computer forms are submitted to update a case record on the master file. At times, the updated information does not appear.

FINDINGS:

The timing of update information is the key. If two or more changes are submitted on a case record, certain changes do not compliment each other and it is necessary to submit one change and hold the second change until after the first transaction has been accepted.

2. Payments received are credited to wrong accounts and in some instances, sent out erroneously.

FINDINGS:

A sample using November, December, and January's money received and documents processed versus errors in money distributed was conducted. An average of 1300 documents equally \$129,000 are processed monthly. Errors of misdirected money were found to have been the fault of both field staff and SPU.

Stated below are examples given and the outcome:

- a. Vincent [REDACTED] of Valley County sent to Joan [REDACTED] a repayment check of \$58.33. Ms. [REDACTED] sent the check to Department of Public Welfare. DPW forwarded the check to the Miles City Regional Office and Miles City forwarded to SPU. SPU sent the money back to Joan [REDACTED].
 - The money should have been applied to an existing repayment agreement account, rather than sent out.
- b. On the Collection Report, if the field staff saw an 03 (NAFDC) case, they assumed any money received was sent out. This assumption was not always correct. Frequent telephone calls verifying money sent were made to SPU.
 - To eliminate incoming money calls from the field staff, SPU is sending out a list of NAFDC payments credited and indicating with a check mark those cases that money has been sent. Field staff find this procedure helpful.
- c. Why is money showing on the Cash Receipts Journal but not on the Collection Report and vice versa?

- Three case names and collection amounts were provided by the regional office. Using the Alpha Case Listing, I identified where accounts existed and was able to find collection information on both the Cash Receipts Journal and the Collection Report.
- d. Repayment agreement money was sent in for Nyla [REDACTED] and SPU sent money out to her.
- Payment identifier slips were sent in attached to money received at field level. Two months in a row money sent in for Nyla [REDACTED] was identified as NAFDC money, therefore, when received by SPU the money was credited as a NAFDC payment and sent out.
- e. In reviewing January's Collection Reports, Billings found 4 to 5 cases in which collections were applied to future support.
- No arrearage amount had been entered on any of the cases, so collections would automatically be credited towards future support.
- f. LP-6 information received at the field level from SPU is not always a reflection of payment history recorded at field level.
- LP-6 information is extracted from the Cash Receipts Journal. Occasionally, when identifying counties for collection activity, some are missed. SPU and field staff should compare collection activities when discrepancies arise.

SUMMARY:

All problem areas voiced were tracked down to determine what procedures were creating problems. Money sent in error by SPU is a problem that did not arise in every region. The Cash Receipts Journal (produced weekly) is being checked by SPU to ensure that duplicate collections within a month are not being sent out in error. SPU is using this report to re-evaluate duplicate collections to see if money should be credited to another existing account.

RECOMMENDATIONS:

- Develop a Users Manual describing detailed case transactions and examples of how to perform changes to the Master File.
- Field Staff Training on how to use the Alpha Case Listing for computer add/changes and identifying money.

ANTICIPATED RESULTS:

- Reduction of errors existing on the Master File.
- Reduction in money being misdirected.

II. OPERATIONAL PROBLEMS

The Alpha Case Listing is the most commonly used report generated by the Bradford System. This report enters data that is used in developing management reports. The consistency of data entry is necessary to develop accurate reports.

Problems exist with user input procedures. Mainly because these procedures have not been relayed consistently to the regional offices.

The Alpha is used to identify incoming money for distribution. This report displays many duplicate cases and confusing information. The present condition of the Master File makes distribution a burdensome task to accomplish. Some problem areas are pictured below: (An attachment of case records is provided).

1. Cases exist on the Alpha Case Listing with a "+" indicated in the cumulative arrearage column. This signifies that payments have been credited to future support.
 - Determine if the payment should have been credited to an additional existing account.
 - Determine if the overpayment should be credited to unreimbursed public assistance, or if all debts have been satisfied and the money should be sent out.
 - Field offices should be alerted with any case that is showing a positive entry in the cumulative arrearage column with action that would eliminate the positive entry.
2. Some cases are entered with an open status for AFDC/closed collect on arrearage accounts and some are entered as closed status for an AFDC/closed collect on arrearage.
 - Develop a policy describing how to enter case status on an AFDC arrearage case and apply uniformly.
3. Closed NAFDC accounts have entries in the "amount of court order" and "monthly amount due" fields, thereby allowing the cumulative arrearage column to grow.
 - Extract the "monthly amount due" field so that the cumulative arrearage total does not grow on closed NAFDC cases, as is the process for closed AFDC cases.
 - Determine if the account can be purged.

4. Three accounts exist on an obligor.

- a. One account is an open/collect on arrearage case with a positive entry in the cumulative arrearage column.
- b. Second account is a closed/NAFDC case with an entry in the monthly amount due field allowing the cumulative arrearage field to grow.
- c. Third account is a closed/collect on arrearage case with an arrearage owing.
- Determine if the first account has been satisfied and if so, purge from the Master File.
- The second account should have the "monthly amount due" field zeroed out so that an arrearage does not accumulate on a closed NAFDC account.
- Determine if the overpayment indicated in Account #1 was to be applied to the third account.

5. Bradford System keys on 47 characters. A case exists on file where the key fields are identical. Information that differs: account types and address. When a change is submitted, there is no way to be certain which case the change will be applied to.

- Purge both cases from the file and re-enter the correct case. There exists no other means of updating this case.
- Notify data processing that a problem could exist with the Master File.

SUMMARY:

Recommendations of actions needed to be taken were discussed following each example. Only a few cases have been extracted as examples of problems that can/could exist, there are many more in the Master File.

ALPHA CASE LISTING - STATEWIDE AS OF FEBRUARY 28, 1981

PARENT INFORMATION

RECIPIENT INFORMATION

AMOUNT PAID MONTHLY CUMM
LAST MAINT-09/30/80 ACCT TYPE 2-CLOSED AFDCREGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

LINDA

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

CASE 1-OPEN

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

SUPPORT-

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

RAYMOND

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

CASE 3-REDOPENED

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

SUPPORT-

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

STEPHEN

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

CASE 2-CLOSED

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

SUPPORT-

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

KIMMAL

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

CASE 1-OPEN

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

SUPPORT-

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

GARY

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

CASE 1-OPEN

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

SUPPORT-

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

EDWARD

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

CASE 3-REDOPENED

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

SUPPORT-

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

EDWARD

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

CASE 1-OPEN

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

SUPPORT-

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

RICK

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

CASE 1-OPEN

REGION MONTANA
REG/CNTY 02
INCENT CRT/CNTY 2

#1

50-11

MONTANA CHILD SUPPORT ACCOUNTING SYSTEM
ALPHA CASE LISTING - STATEWIDE AS OF FEBRUARY 28, 1981

ABSENTEE PARENT INFORMATION

CLIFFORD H [REDACTED]

CASE 1-OPEN 01/17/80 LAST MAINT-09/30/80

SUPPORT-

JITE MT 59701

J 336- [REDACTED]

CASE 1-OPEN 04/01/77 LAST MAINT-09/30/80

SUPPORT-

RAYMOND J [REDACTED]
HICAGO IL 60641

JONATHAN [REDACTED]

CASE 1-OPEN 01/01/79 LAST MAINT-09/30/80

SUPPORT-

JONATHAN [REDACTED]
AMITON MT 59043

JONATHAN [REDACTED]

CASE 2-CLOSED 01/01/81 LAST MAINT-10/10/80

SUPPORT-

JONATHAN HELLER
WILTON MT 59849

JONATHAN [REDACTED]

CASE 2-CLOSED 10/10/80 LAST MAINT-09/30/80

SUPPORT-

JONATHAN O HELLER
LEY LAKE MT 59858

KENNETH [REDACTED]

CASE 1-OPEN 04/03/79 LAST MAINT-12/03/80

SUPPORT-

KENNETH [REDACTED]
JOSE CA 95123

GAYLORD [REDACTED]

CASE 1-OPEN 10/17/80 LAST MAINT-10/17/80

SUPPORT-

GAYLORD G [REDACTED]

LARRY [REDACTED]

CASE 1-OPEN 10/12/78 LAST MAINT-09/30/80

SUPPORT-

LARRY [REDACTED]

RECIPIENT INFORMATION

REGION 04
REG/CNTY 516- [REDACTED]
INCNT CRT/CNTY 447 IV-D CHILDREN 2

REGION 02
REG/CNTY 350- [REDACTED]
INCNT CRT/CNTY 218 IV-D CHILDREN 1

REGION 05
REG/CNTY 999- [REDACTED]
INCNT CRT/CNTY 541 IV-D CHILDREN 1

REGION 05
REG/CNTY 517- [REDACTED]
INCNT CRT/CNTY 532 IV-D CHILDREN 1

REGION 05
REG/CNTY 517- [REDACTED]
INCNT CRT/CNTY 532 IV-D CHILDREN 1

REGION 04
REG/CNTY 516- [REDACTED]
INCNT CRT/CNTY 425 IV-D CHILDREN 1

REGION 03
REG/CNTY 501- [REDACTED]
INCNT CRT/CNTY 256 IV-D CHILDREN 2

REGION 04
REG/CNTY 403- [REDACTED]
INCNT CRT/CNTY 447 IV-D CHILDREN 1

AMOUNT FREQ MONTHLY CURR MO ARREAR CUMM
ORDER PAY AMT UUE PAYMENT PAYMENT APPEAR

0.00 2 .00 .00 1000.00-

ACCT TYPE 2-CLOSED AFDC

INCENTIVE CALC-NO

120.00 2 120.00 .00 .00 5040.00-

ACCT TYPE 5-STATE

INCENTIVE CALC-NO

0.00 2 .00 .00 .00 27.00+

ACCT TYPE 2-CLOSED AFDC

INCENTIVE CALC-NO

250.00 2 250.00 .00 .00 2750.00-

ACCT TYPE 3-NON AFDC

INCENTIVE CALC-NO

0.00 2 .00 .00 .00 686.00-

ACCT TYPE 2-CLOSED AFDC

INCENTIVE CALC-NO

50.00 2 50.00 .00 .00 850.00-

ACCT TYPE 3-NON AFDC

INCENTIVE CALC-NO

190.00 2 190.00 .00 .00 950.00-

ACCT TYPE 1-AFFC

INCENTIVE CALC-NO

25.00 1 109.63 .00 .00 2807.12-

ACCT TYPE 2-CLOSED AFDC

INCENTIVE CALC-NO

11. II

REGION 05 MONTANA
REG/CNTY 999-
531 IV-D CHILDREN
INCENT CRT/CNTY

INCENTIVE CALC-ND	ACCT TYPE	2-CLOSED AFDC	00	00	375.00-
/80					

A 516- [REDACTED] .00 2 .00
CASE 1-OPEN - 03/01/79 LAST MAINT-09/30
SUPPORT-

DAVID
SUPERIOR MFG CO

RICHARD J [REDACTED]
WHITEFISH MT 59637

ROBERT D [REDACTED]
L L S CITY MT 59361

ROBERT [REDACTED]
WELLSVILLE NY 14495

ROBERT G [REDACTED]
MOUNTAIN PASS CA 92366

ROBERT G [REDACTED]
LIVINGSTON MT 59347

ROBERT G [REDACTED]
LIVINGSTON MT 59347

ROBERT L [REDACTED]
1125 LAFAYETTE
CITY MT 59701

J 999- [REDACTED] .00 2 LAST MAINT-11/01/80 .00 150.00 150.00+
CASE 1-OPEN 02/14/79 ACCT TYPE 2-CLOSED AFDC
SUPPORT- INCENTIVE CALC-YES

U 999- [REDACTED] 70.00 2 70.00 .00 630.00-
CASE 1-OPEN 03/26/80 LAST MAINT-09/30/80 ACCT TYPE 3-NON AFDC
SUPPORT- INCENTIVE CALC-NO

E 101- [REDACTED] 67.00 2 67.00 .00 201.00-
CASE 1-OPEN 01/05/81 LAST MAINT-01/05/81 ACCT TYPE 1-AFDC
SUPPORT- INCENTIVE CALC-NO

G 999- [REDACTED] 165.00 2 165.00 .00 1815.00-
CASE 1-OPEN 11/20/79 LAST MAINT-09/30/80 ACCT TYPE 1-AFDC
SUPPORT- INCENTIVE CALC-NO

G 517- [REDACTED] 150.00 2 150.00 .00 3775.00-
CASE 1-OPEN 08/01/73 LAST MAINT-09/30/80 ACCT TYPE 1-AFDC
SUPPORT- INCENTIVE CALC-NO

G 517- [REDACTED] .00 2 .00 25.00 5650.00-
CASE 2-CLOSED 12/09/80 LAST MAINT-09/23/80 ACCT TYPE 2-CLOSED AFDC
SUPPORT- INCENTIVE CALC-NO

G 517- [REDACTED] 150.00 2 150.00 .00 5100.00-
CASE 1-OPEN 01/23/79 LAST MAINT-09/30/80 ACCT TYPE 3-NON AFDC
SUPPORT- INCENTIVE CALC-NO

REGION 05 MONTANA
REG/CNTY 999- REPAYMENT
515 IV-0 CHILDREN
INCNT CRT/CNTY

REGION 07
REG/CNTY 517- DONNA
736 IV-0 CHILDREN
INCNT CRT/CNTY

REGION 03
REG/CNTY 574-52-7776 THERESA
356 IV-0 CHILDREN
INCNT CRT/CNTY

REGION 04
REG/CNTY 560- KATHRYN
401 IV-0 CHILDREN
INCNT CRT/CNTY

REGION 04
REG/CNTY 516- ALBERTA
410 IV-0 CHILDREN
INCNT CRT/CNTY

REGION 04
REG/CNTY 999- MONTANA
434 IV-0 CHILDREN
INCNT CRT/CNTY

REGION 04
REG/CNTY 517- JANET
447 IV-0 CHILDREN
INCNT CRT/CNTY

11 17

Jul 1979

III. INPUT/OUTPUT PROCEDURES

SPU has many daily deadlines imposed on all employees. The observations and recommendations outlined below, attempt to restructure and control work load conditions. Recommendations should be implemented for a three month trial period to determine if work flow is operating more effectively.

1. Present maintenance input/output procedures tie up SPU time.

- submitting maintenance 2-3 times a week;
- batching input documents by region and county;
- screening input documents for errors.

RECOMMENDATIONS:

- Establish one day a week when maintenance will be submitted to data processing;
- Have regional office batch input documents by region and county before sending to Helena;
- Rotate correction of maintenance errors once a month to the regional office level (when a Users Manual exists).

ANTICIPATED RESULTS:

- Staff time savings;
- Control of data processing output and more timely data processing;
- Orientation to field staff of commonly occurring errors without the burden of being solely responsible for the correction of all errors that occur during the month. Helena Central would still be responsible for the entire month's correction of maintenance. Field staff would receive one week's maintenance errors.

2. NAFDC identifying of money and distribution to clients occur daily. (NAFDC obligee address is not contained in the Bradford System, therefore, a manual roladex system has been developed)

RECOMMENDATIONS:

- Distribute NAFDC money semi-monthly;
- Create a sub-system that captures on tape all NAFDC client address information.

ANTICIPATED RESULTS:

- Staff time savings;

- Elimination of errors that occur when NAFDC money is sent in error by allowing additional time to determine if money should be sent.
- Elimination of manual recordkeeping.

3. Past audits have recommended to rid the Master File of responding URESA cases.

ACTION TAKEN:

A test of the purge file was conducted using 10 sample URESA cases. The test cases involved open, reopened, and closed case status.

RESULT:

Manual purge was successful on all ten cases.

ACTION TO BE TAKEN:

Prepare all ~~initiated~~^{responding} URESA cases for purging by April 15th.

4. The CR-2 prints out listing all payors and payees creating a large report in which only a small percentage of the cases list collection activity.

RECOMMENDATION:

Suppress all non-paying cases.

ACTION TAKEN:

Data processing was consulted. A special program was formulated to suppress the non-payees.

RESULTS:

The collection report received, displayed an altered format. Instead of listing collections by region/county, the report listed in alphabetic order all cases in which a collection was made. The month indicating the time period the collections were received, was also suppressed.

ACTION TO BE TAKEN:

Data Processing needs to determine if the program submitted will continue to alter the format of the report.

5. NAFDC collection fees are being erroneously charged because lack of bill/fee code information on the Alpha Case Listing.

RECOMMENDATION:

Allow bill/fee code information to print on the Alpha Case Listing.

ACTION TAKEN:

Data processing was advised as to what each code should print. A program was developed to print bill/fee code information.

RESULTS:

Bill/fee code information is now printing out with the exception of bill/fee code 2. Seven-thousand cases are on file with this bill/fee code. A special batching into four separate groups was necessary to change the information being suppressed. Bill/fee code information should print out on the next requested Alpha Case Listing.

6. The State of Montana is able to collect an incentive payment on all AFDC collections. All cases involving an existing and accumulating AFDC collection needs to be activated to calculate a state incentive.

RECOMMENDATION:

All AFDC collectible cases should have entered a State's incentive code.

ACTION TAKEN:

A special program designed to read all 01, 02, 04, & 05 cases and enter the State Incentive Code was requested of data processing.

ANTICIPATED RESULTS:

All state incentives will be changed to calculate an incentive with the majority of the updating of information being completed automatically.

7. The Bradford Computer System has no capability of performing arrearage distribution.

RECOMMENDATION:

- Set up a manual ledger system capturing all accounts that have public assistance due and owing.
- Access the IV-A Warrant Inquiry System to establish how much public assistance has been paid on IV-D accounts.

ACTION TO BE TAKEN:

- The compiling of data for child support owing will have to be gathered at state and field level.
- Central and regional office staff should be prepared to activate arrearage distribution on May 1, 1981.

8. Recommendations have been made to change all repayment accounts on the Bradford System to read by obligor's last name.

RECOMMENDATION:

Set a time schedule when this action should take place.

ACTION TO BE TAKEN:

Alert all regional offices that repayment cases should be changed by June 30, 1981.

IV. REPORTS GENERATED BY THE BRADFORD SYSTEM

The Division goal is to become current with distribution. In order to achieve this, reports have to be generated sooner than two months after the information is submitted.

To achieve this, a dummy master file can be created each month after the Collection Reports are printed. The day after the Collection Reports are produced, the Dummy Master File will generate any monthly report requested. Monthly reports that we need to obtain as soon as possible are: the Distribution of Child Support Payments Report, Incentive to Pay Report, Federal Reports and the Delinquency Billings Reports. The Distribution of Child Support Payments Report and the Incentives to Pay Report must be ran prior to generating the Federal Reports. Information from these two reports are captured on the Federal Reports.

Current reporting will aid the division by allowing the distribution of AFDC monies to SRS and accounts that have not displayed activity for the month will receive a delinquent notice.

Review and actions taken on other reports from the Bradford System are explained below.

1. Report request forms sent to data processing are not legible. Not all reports being requested are used.

RECOMMENDATION:

Determine if a need exists for all Bradford generated reports.

ACTION TAKEN:

A review of each report was made and a Job Request Form was retyped for all reports the Bradford System generates. An explanation of the function the job request form performs is provided along with a description of reports requested. This information is highlighted on the back of the Request Form. (See attachment).

2. The Federal Report detail information is not needed. Only the summary pages are used for reporting requirements.

ACTION TAKEN:

A review of the federal reports section in the ADP Users Manual revealed that by entering "1" on the Data Processing Request form for Job #J64705L1 would accomplish suppressing detail information and summary pages would print out.

3. The Federal Reports can be ran quarterly and annually, but are only requested on a monthly basis due to adjustments made to the summary pages.

RECOMMENDATIONS:

- Adjustments to the Federal Report should be processed through the computer system.
- Produce Federal Reports for the quarter, eliminating extra manual calculations that the computer is capable of performing.

ANTICIPATED RESULTS:

- Time savings for CSEB staff;
- Utilization of computer functions.

4. The Bradford System allows for a maintenance edit and update run at the end of the year. This function is not being used based on recommendations from a past Audit and Accounting Bureau Chief.

RECOMMENDATION:

- Determine if reports are inaccurate if a maintenance edit and update is not performed annually.

ACTION TAKEN:

Bradford Trust Company has been contacted and requested to research the need for the yearly edit and update of maintenance. Their response was if this function is not done, year-to-date dollar fields will not zero out.

DATA PROCESSING REQUEST FORM

DATA PROCESSING DIVISION
FORM #5

REQ. AGENCY	DEPARTMENT OF REVENUE RECOVERY SERVICES DIVISION	DATE	FORM # 5 NUMBER
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JOB NUMBER	J64705A	JOB NAME	CASH EDIT & CASH JOURNALS
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REQ. BY	REQ. COMP. DATE	PHONE NUMBER
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- PROCESSING REQUESTED
1. KEYPUNCH AND VERIFY SOURCE DOCUMENTS
 2. RUN J64705A

ITEMS SUBMITTED

DATES FOR CASH JOURNALS:

MONTH BEGINNING DATE : / /

PERIOD ENDING DATE : / /

M M D D Y Y

_____ ENTER 'S' IF CASH RECEIPTS JOURNAL, 64-520.1 IS NOT REQUESTED.

SPECIAL INSTRUCTIONS

_____ CHECK IF THIS IS THE FIRST CASH FOR THE MONTH.

REMAINDER TO BE COMPLETED BY BUREAU

DATA CONTROLLER ASSIGNED	DATE	DATE COMPL.
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JOB NAME: CASH EDIT & CASH JOURNALS

JOB NUMBER: J64705A

JOB DESCRIPTION:

A MONTH TO DATE CASH FILE IS BUILT AND MAINTAINED BY SUBMITTING CASH BATCHES AND CASH CORRECTIONS TO THIS JOB. ALL OF THE CORRECTIONS MUST BE PLACED IN FRONT OF THE BATCHES OF NEW CASH.

CORRECTIONS ARE READ FIRST. THE MONTH TO DATE CASH FILE IS ALSO READ. WHEN THE SEQUENCE NUMBERS MATCH, THE CORRECTION IS VALIDATED AND THEN APPLIED TO THE CASH RECORD. ENTIRE BATCHES MAY BE DELETED IN THIS PHASE. WHEN ALL OF THE CORRECTIONS HAVE BEEN APPLIED TO A BATCH, THE CORRECTED BATCH IS BALANCED. THE COMPUTER COUNT OF ITEMS AND DOLLARS IS MATCHED TO THE BATCH CARD COUNTS. OUT OF BALANCE BATCHES ARE FLAGGED AND WILL BE LISTED.

THE CASH RECEIPTS JOURNAL LISTS THE CHECKS RECEIVED FROM ABSENT PARENTS EACH DAY.

REPORTS GENERATED:

64-510.1	ERROR CORRECTIONS OF PREVIOUS BATCHES SECTION
64-510.2	CURRENT DATA BEING ADDED SECTION
64-510.3	PREVIOUS DAYS BATCHES STILL OUT OF PROOF SECTION
64-510.4	TOTAL TAPE CONTROL PAGE
64-520.1	CASH RECEIPTS JOURNAL
64-520.3	BATCH SUMMARY SHEET

ALL OF THE CORRECTIONS TO PREVIOUS BATCHES ARE LISTED ON THE ERROR CORRECTIONS TO PREVIOUS BATCHES SECTION REPORT. NEW CASH IS THEN EDITED AND ADDED TO THE MONTH TO DATE CASH FILE. THEN THE BATCHES ARE BALANCED. THE CURRENT DATA BEING ADDED SECTION SHOWS ALL TRANSACTIONS BEING ADDED AND VALIDATION ERRORS THAT WERE DETECTED. IT ALSO SHOWS THE COMPUTER GENERATED BATCH TOTALS AND THE BATCH TOTALS ENTERED ON THE BATCH CARD. IT NOTES BATCHES THAT ARE OUT OF BALANCE. THIS REPORT IS HELPFUL IN CORRECTING FORMAT AND VALIDATION ERRORS.

THE PREVIOUS DAY'S BATCHES STILL OUT OF BALANCE REPORT SHOWS ANY BATCHES THAT HAVE NOT BEEN CORRECTED ENOUGH FOR THEM TO BE IN BALANCE. THE TOTAL TAPE CONTROL PAGE REPORT LISTS INPUT AND OUTPUT TOTALS AND TOTAL NUMBER OF BATCHES OUT OF BALANCE.

THE CASH RECEIPTS JOURNAL LISTS ALL CASH TRANSACTION IN SEQUENCE BY REGION, COUNTY, ABSENT PARENT NAME WITH COUNTY TOTALS.

THE BATCH SUMMARY SHEET REPORT SHOWS BATCH TOTALS BY COUNTY.

DATA PROCESSING REQUEST FORM

DATA PROCESSING DIVISION
FORM #5

REQ. AGENCY	DEPARTMENT OF REVENUE RECOVERY SERVICES DIVISION	DATE	FORM # 5 NUMBER
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JOB NUMBER	J64705C	JOB NAME	MERGE RECYCLED CASH ERRORS
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REQ. BY	REQ. COMP. DATE	PHONE NUMBER
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PROCESSING REQUESTED	<p>1. RUN J64705C</p> <p>USING THE LATEST F64.T705.T02 TAPE</p>
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ITEMS SUBMITTED	
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SPECIAL INSTRUCTIONS	
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REMAINDER TO BE COMPLETED BY BUREAU

DATA CONTROLLER ASSIGNED	DATE	DATE COMPL.
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JOB NAME: MERGE RECYCLED CASH ERRORS

JOB NUMBER: J64705C

JOB DESCRIPTION:

ONCE A MONTH, AFTER POSTING CASH TO THE ABSENT PARENT MASTER FILE, CASH ERRORS FROM THE UPDATE ARE ADDED TO THE MONTH TO DATE CASH FILE. THIS IS DONE TO ENSURE THAT ALL CASH TRANSACTIONS ARE KEPT WITHIN THE SYSTEM. CORRECTIONS MAY THEN BE APPLIED TO THE RECYCLED ERRORS SO THAT THEY CAN GET POSTED TO THE MASTER FILE.

REPORT GENERATED:

N/A

DATA PROCESSING REQUEST FORM

DATA PROCESSING DIVISION
FORM #5

REQ. AGENCY	DEPARTMENT OF REVENUE RECOVERY SERVICES DIVISION	DATE	FORM # 5 NUMBER
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JOB NUMBER	RRJ705D	JOB NAME	MAINTENANCE EDIT AND UPDATE
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REQ. BY		REQ. COMP. DATE	PHONE NUMBER
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PROCESSING REQUESTED

1. KEY ENTER AND VERIFY SOURCE DOCUMENTS (AA705C)
2. TRANSFER DATA TO TAPE, DSN=F64.E705.T03
3. RUN RRJ705D

ITEMS SUBMITTED

RUN DATE : ___ ___ / ___ ___ / ___ ___
 MONTH ENDING : ___ ___ / ___ ___ / ___ ___
 M M D D Y Y
 TYPE OF RUN : ___ BOM = BEGINNING OF MONTH
 ___ BOY = BEGINNING OF YEAR
 ___ REG = REGULAR
 CASE LISTING REQUESTED? ___ YES ___ NO

THIS FORM IS USED FOR ALL MAINTENANCE EDITS & UPDATES

SPECIAL INSTRUCTIONS

STANDARD ALIGNMENT .
 RESTART STEP IF SYSTEM TYPE ABENDS.

REMAINDER TO BE COMPLETED BY BUREAU

DATA CONTROLLER ASSIGNED		DATE		DATE COMPL.	
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JOB NAME: MAINTENANCE EDIT & UPDATE

JOB NUMBER: BRJ705D

JOB DESCRIPTION:

NEW CASES AND CHANGES TO EXISTING CASES ON THE ABSENT PARENT MASTER FILE ARE EDITED FOR VALIDITY. WHEN A NEW CASE IS BEING ADDED, FURTHER CHECKS ARE DONE ON FIELDS THAT DIRECTLY RELATE TO EACH OTHER. TRANSACTIONS FROM THE MAINTENANCE EDIT ARE SORTED INTO ABSENT PARENT MASTER FILE SEQUENCE.

REPORTS GENERATED:

64-550.1	UPDATE ERROR LISTING
64-550.2	CONTROL REPORT
64-561.1	ALPHA CASE LISTING - STATEWIDE (UPON REQUEST)

ERROR CONDITIONS DETECTED ARE PRINTED ON THE UPDATE ERROR LISTING REPORT. UNLIKE CASH ERRORS, THESE ERRORS WILL NOT BE AUTOMATICALLY RECYCLED WITHIN THE SYSTEM. AT THE END OF THE UPDATE THE CONTROL REPORT IS PRODUCED SHOWING BEGINNING, ENDING, AND NET CHANGE TOTALS FROM THE ABSENT PARENT MASTER FILE. THE ALPHA CASE LISTING WILL BE GENERATED IF YOU MARKED 'YES' ON THE FRONT SIDE OF THIS REQUEST FORM.

OPTIONS ALLOWED:

1. DUMMY EDIT - NO OUTPUT FILE CREATED
2. LIVE EDIT - OUTPUT FILE CREATED
3. PRINT ONLY MAINTENANCE TRANSACTION WITH ERRORS
4. PRINT ALL MAINTENANCE TRANSACTIONS

DATA PROCESSING REQUEST FORM

DATA PROCESSING DIVISION
FORM #5

REQ. AGENCY	DEPARTMENT OF REVENUE RECOVERY SERVICES DIVISION	DATE	FORM # 5 NUMBER
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JOB NUMBER	J64705DX	JOB NAME	MAINTENANCE EDIT AND UPDATE
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REQ. BY	REQ. COMP. DATE	PHONE NUMBER
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PROCESSING REQUESTED	1. KEYPUNCH AND VERIFY SOURCE DOCUMENTS
	2. CONVERT DISKETTES TO TAPE F64.E705.T03
	3. RUN J64705DX

ITEMS SUBMITTED	RUN DATE :	___ / ___ / ___
	MONTH ENDING :	___ / ___ / ___
	TYPE OF RUN :	___ / ___ / ___
		M M D D Y Y
THIS FORM MUST BE USED FOR THE MAINTENANCE EDIT OF THE YEAR.		

SPECIAL INSTRUCTIONS	

REMAINDER TO BE COMPLETED BY BUREAU

DATA CONTROLLER ASSIGNED	DATE	DATE COMPL.
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DATA PROCESSING REQUEST FORM

DATA PROCESSING DIVISION
FORM #5

REQ. AGENCY	DEPARTMENT OF REVENUE RECOVERY SERVICES DIVISION	DATE	FORM # 5 NUMBER
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JOB NUMBER	J64705E1	JOB NAME	MONTHLY CASH UPDATE
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REQ. BY	REQ. COMP. DATE	PHONE NUMBER
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PROCESSING REQUESTED	1. RUN J64705E1
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ITEMS SUBMITTED	<p>RUN DATE : / / </p> <p>MONTH BEGINNING DATE : / / </p> <p>MONTH ENDING DATE : / / </p> <p style="text-align: center;">M M D D Y Y</p>
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SPECIAL INSTRUCTIONS	<p>STANDARD ALIGNMENT</p> <p>RESTART STEP THAT ABENDS.</p>
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REMAINDER TO BE COMPLETED BY BUREAU

DATA CONTROLLER ASSIGNED	DATE	DATE COMPL.
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JOB NAME: MONTHLY CASH UPDATE

JOB NUMBER: J64705E1

JOB DESCRIPTION:

ALL CASH FROM THE MONTH TO DATE CASH FILE, INCLUDING TRANSACTIONS IN ERROR, ARE SORTED INTO ABSENT PARENT MASTER FILE SEQUENCE.

IN A REGULAR CASH UPDATE, CASH TRANSACTIONS THAT MATCH AN ACTIVE MASTER FILE RECORD ARE POSTED. PAYMENTS UP TO THE AMOUNT OF ORDER ARE POSTED TO CURRENT MONTH PAID. ANY EXCESS IS POSTED TO CURRENT MONTH ARREARAGE.

REPORTS GENERATED:

64-550.1	UPDATE ERROR LISTING
64-550.2	CONTROL REPORT
64-520.2	UPDATE CASH ERROR JOURNAL

ERROR CONDITIONS DETECTED ARE PRINTED ON THE UPDATE ERROR LISTING REPORT. THESE ERRORS WILL BE RECYCLED BACK INTO THE SYSTEM. AT THE END OF THE UPDATE THE CONTROL REPORT IS PRODUCED SHOWING BEGINNING, ENDING, AND NET CHANGE TOTALS FROM THE ABSENT PARENT MASTER FILE.

AFTER THE CASH UPDATE, THE CASH ERRORS ARE RESEQUENCED AND REBATCHED SO THAT THEY MAY BE ADDED TO THE MONTH TO DATE CASH FILE. THEN THE UPDATE CASH ERROR JOURNAL REPORT IS PRODUCED LISTING ERRORS IN SEQUENCE BY REGION, COUNTY, ABSENT PARENT NAME WITH COUNTY TOTALS. DEPENDING ON THE REASON FOR THE ERROR, CORRECTIONS MAY BE MADE THROUGH THE CASH EDIT OR THE MAINTENANCE EDIT.

NOTE: THE BEGINNING OF THE MONTH CASH RUN SHOULD ALWAYS BE PUT ON THE MONTHLY CASH UPDATE (E-1).

DATA PROCESSING REQUEST FORM

DATA PROCESSING DIVISION
FORM #5

REQ. AGENCY	DEPARTMENT OF REVENUE RECOVERY SERVICES DIVISION	DATE	FORM # 5 NUMBER
JOB NUMBER	J64705E9	JOB NAME	DUMMY CASH UPDATE
REQ. BY		REQ. COMP. DATE	PHONE NUMBER

PROCESSING REQUESTED	1. RUN J64705E9
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ITEMS SUBMITTED	<p>RUN DATE : / / </p> <p>MONTH BEGINNING DATE : / / </p> <p>MONTH ENDING DATE : / / </p> <p style="text-align: center;">M M D D Y Y</p>
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SPECIAL INSTRUCTIONS	<p>STANDARD ALIGNMENT</p> <p>RESTART STEP THAT ABENDS.</p>
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REMAINDER TO BE COMPLETED BY BUREAU

DATA CONTROLLER ASSIGNED	DATE	DATE COMPL.
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JOB NAME: DUMMY CASH UPDATE

JOB NUMBER: J64705E9

JOB DESCRIPTION:

THE DUMMY CASH UPDATE PERFORMS THE SAME FUNCTIONS AS A REGULAR CASH UPDATE EXCEPT THAT THE CASH IS NOT PERMANENTLY POSTED TO THE ABSENT PARENT MASTER FILE.

REPORTS GENERATED:

64-550.1 UPDATE ERROR LISTING
64-520.2 UPDATE CASH ERROR JOURNAL

THE MAIN PURPOSE OF THIS JOB IS TO PRODUCE THE ABOVE MENTIONED REPORTS SO THAT AS MANY ERRORS AS POSSIBLE MAY BE CORRECTED BEFORE RUNNING A REGULAR CASH UPDATE WHICH PERMANENTLY POSTS CASH TO THE ABSENT PARENT MASTER FILE.

DATA PROCESSING REQUEST FORM

DATA PROCESSING DIVISION
FORM #5

REQ. AGENCY	DEPARTMENT OF REVENUE RECOVERY SERVICES DIVISION	DATE	FORM # 5 NUMBER
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JOB NUMBER	J64705F1	JOB NAME	MONTHLY REPORTS
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REQ. BY	REQ. COMP. DATE	PHONE NUMBER
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PROCESSING REQUESTED	1. RUN J64705F1
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ITEMS SUBMITTED	<p>RUN DATE (MONTH ENDING) : <u> </u> <u> </u> / <u> </u> <u> </u> / <u> </u> <u> </u></p> <p style="text-align: center;">M M D D Y Y</p> <p>REPORTS REQUESTED: CIRCLE THOSE REPORTS REQUESTED</p> <p style="text-align: center;">611 612 721 730 640 651 652</p> <p>SEND BILL AMOUNT : <u>\$100</u></p>
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SPECIAL INSTRUCTIONS	<p>STANDARD ALIGNMENT</p> <p>RESTART STEP THAT ABENDS OR BYPASS IT IF AFTER THE SORT.</p>
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REMAINDER TO BE COMPLETED BY BUREAU

DATA CONTROLLER ASSIGNED	DATE	DATE COMPL.
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JOB NAME: MONTHLY REPORTS

JOB NUMBER: J64705F1

JOB DESCRIPTION:

THIS PROGRAM READS THE ABSENT PARENT MASTERFILE SEQUENTIALLY AND, DEPENDING ON THE REPORT REQUEST CODES, GENERATES REPORT RECORDS REQUESTED.

REPORTS GENERATED:

64-561.1	(611)	ALPHA CASE LISTING - STATEWIDE
64-561.2	(612)	ALPHA CASE LISTING - BY REGION/COUNTY
64-563	(630)	SUMMARY BY REGION/COUNTY
64-564	(640)	ARREARAGE COLLECTIONS ON CLOSED AFDC CASES
64-565.1	(651)	RECIPIENT CROSS REFERENCE
64-565.2	(652)	ABSENT PARENT CROSS REFERENCE
64-562.1	(621)	DELINQUENCY REPORTS

(May be requested, however, Delinquency Reports are usually run separately using job J64705G).

THE ALPHA CASE LISTINGS REPORTS PROVIDE AN ALPHABETIC LISTING OF ALL ABSENT PARENTS ON THE MASTER FILE. STATEWIDE LISTING PRINTS ALL ABSENT PARENTS IN ALPHABETIC ORDER. BY REGION/COUNTY PRINTS THE SAME INFORMATION BUT ARRANGED BY COUNTY WITHIN THE REGION AND PROVIDES A TOTAL NUMBER OF ACCOUNTS LISTED BY COUNTY. AT THE REGION BREAK LEVEL THERE ARE TOTALS SHOWING NUMBER OF COUNTIES AND ACCOUNTS PER COUNTY. THERE IS A FINAL TOTAL SHOWING STATEWIDE TOTAL FOR REGIONS/COUNTIES/ACCOUNTS.

SUMMARY BY REGION COUNTY REPORT SUMMARIZES FOR EACH REGION AND COUNTY CASE COLLECTION STATISTICS. SUMMARY TOTALS ARE TAKEN FOR ALL COUNTIES WITHIN A REGION AND STATEWIDE.

ARREARAGE COLLECTIONS ON CLOSED AFDC CASES LISTS FOR EACH COUNTY THOSE ABSENT PARENT CASES WHERE COLLECTIONS ARE MADE ON ARREARAGE ONLY. THESE CASES HAVE BEEN CLOSED FOR AFDC BUT STILL HAVE AN OUTSTANDING ARREARAGE OBLIGATION.

THE RECIPIENT CROSS REFERENCE AND ABSENT PARENT CROSS REFERENCE REPORTS ARE IN ALPHABETIC ORDER BY THE INDIVIDUALS NAME LISTED WITHIN COUNTY. THE CROSS REFERENCE INFORMATION LISTS SOCIAL SECURITY NUMBER AND EITHER ABSENT PARENT OR RECIPIENT NAME.

FREQUENCY:

MONTHLY

DATA PROCESSING DIVISION
FORM #5

SPECIAL INSTRUCTIONS

JOB NAME: MONTHLY REPORTS - SRS

JOB NUMBER: J64705F2

JOB DESCRIPTION:

THIS JOB PERFORMS TWO FUNCTIONS. IT MATCHES SRS PAYROLL DATA TO THE ABSENT PARENT MASTER FILE, AND IT PRODUCES REPORTS SHOWING INCENTIVES AND DISTRIBUTIONS.

TWO REPORTS ARE PRODUCED AUTOMATICALLY AND THE OTHERS ARE PRODUCED DEPENDING ON THE REQUEST CODES SUBMITTED WITH THE JOB.

REPORTS GENERATED:

64-570.1	(AUTO)	RECIPIENTS FOUND ON A/P FILE MISSING ON SRS PYRL
64-570.2	(AUTO)	REPORT GENERATION TOTALS FOR PROCESSING
64-571	(710)	INCENTIVES TO PAY REPORT
64-572.1	(721)	MONTHLY URESA INCENTIVES
64-572.2	(722)	MONTHLY NON-URES A INCENTIVES
64-573.1	(731)	OVERPAYMENT REPORT
64-573.2	(732)	CLOSED AFDC CASES
64-574	(740)	DISTRIBUTION OF CHILD SUPPORT PAYMENTS

THE REPORTS THAT ARE GENERATED AUTOMATICALLY ARE MATCHED WITH THE SRS PAYROLL FILE AND THE ABSENT PARENT MASTER FILE KEYING ON THE RECIPIENT'S SOCIAL SECURITY NUMBER AND THE FIRST THREE LETTERS OF THE RECIPIENT'S LAST NAME AND A PRINTOUT SHOWS THOSE RECIPIENTS ON FILE WITH NO SRS RECORD. FORMAT: REGION/COUNTY

THE INCENTIVE REPORTS SHOW THE INCENTIVE CALCULATED ON CASES FOR WHICH INCENTIVES SHOULD BE PAID TO COURTS, COUNTIES AND OTHER STATES.

CASES FOR WHICH THE ABSENT PARENT PAID MORE THAN THE GRANT AMOUNT RECEIVED FROM IV-A ARE LISTED ON THE OVERPAYMENTS REPORT.

CLOSED AFDC CASE REPORT LISTS BY COUNTY THOSE RECIPIENT CASES THAT WERE DESIGNATED AS 'CLOSED' ON THE SRS PAYROLL AS OF THE DATE OF THE REPORT. INDICATES A RECEIPT OF MONEY ON CLOSED AFDC ACCOUNTS.

DISTRIBUTION OF CHILD SUPPORT PAYMENTS REPORT PROVIDES DETAILED CASE INFORMATION ON AFDC COLLECTIONS.

FREQUENCY:

MONTHLY

DATA PROCESSING REQUEST FORM

DATA PROCESSING DIVISION
FORM #5

REQ. AGENCY	DEPARTMENT OF REVENUE RECOVERY SERVICES DIVISION	DATE	FORM # 5 NUMBER
JOB NUMBER	J64705G	JOB NAME	DELINQUENCY NOTICES
REQ. BY		REQ. COMP. DATE	PHONE NUMBER

PROCESSING REQUESTED

1. RUN J64705G

ITEMS SUBMITTED

RUN DATE (MONTH ENDING) : / /

SEND BILL AMOUNT \$ 1 0 0

SPECIAL INSTRUCTIONS

REMAINDER TO BE COMPLETED BY BUREAU

DATA CONTROLLER ASSIGNED	DATE	DATE COMPL.
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JOB NAME: DELINQUENCY NOTICES REPORTS

JOB NUMBER: J647056

JOB DESCRIPTION:

THIS JOB SELECTS THOSE CASES WHICH HAVE AN ARREARAGE GREATER THAN THE AMOUNT SPECIFIED ON THE CONTROL CARD (\$100). REPORTS ARE GENERATED WHEN AN ABSENT PARENT HAS FAILED TO PAY IN FULL THE SUPPORT OBLIGATION.

REPORTS GENERATED:

64-562.1 DELINQUENCY NOTICES
64-562.2 DELINQUENCY REPORT - BILLED
64-562.3 DELINQUENCY REPORT - NOT BILLED

THE DELINQUENCY NOTICES REPORT GENERATES BILLING NOTICES TO BE MAILED TO THE ABSENT PARENTS. THESE NOTICES WILL ONLY BE SENT TO THOSE CASES THAT HAVE BEEN DESIGNATED 'BILLED' ON THE MASTER FILE. CASES MARKED 'COURT COLLECTED' DO NOT RECEIVE NOTICES.

THE DELINQUENCY REPORT - BILLED IS A LISTING OF BILLING NOTICES SENT TO ABSENT PARENTS WHO HAD A CUMULATIVE ARREARAGE OVER \$100. THIS REPORT SHOULD BE USED TO ANSWER INQUIRIES FROM ABSENT PARENTS CONCERNING THEIR ARREARAGE OR THE AMOUNT THEY OWE FOR THE CURRENT MONTH'S SUPPORT OBLIGATION.

DELINQUENCY REPORT - NOT BILLED LISTS CASES THAT WERE NOT SENT NOTICES BECAUSE THEY HAVE BEEN DESIGNATED AS 'NOT BILLED' ON THE MASTER FILE, THE ADDRESS IS NOT COMPLETE, OR THEY ARE COURT COLLECTED.

FREQUENCY:

MONTHLY

DATA PROCESSING REQUEST FORM

DATA PROCESSING DIVISION
FORM #5

REQ. AGENCY	DEPARTMENT OF REVENUE RECOVERY SERVICES DIVISION	DATE	FORM # 5 NUMBER
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JOB NUMBER	J64705H	JOB NAME	LIST OF ABSENT PARENTS
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REQ. BY	REQ. COMP. DATE	PHONE NUMBER
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PROCESSING REQUESTED	1. RUN J64705H
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ITEMS SUBMITTED	RUN DATE (MONTH ENDING): <div style="display: flex; justify-content: space-around; align-items: center;"> <div><u> </u> M</div> <div><u> </u> M</div> <div>/</div> <div><u> </u> D</div> <div><u> </u> D</div> <div>/</div> <div><u> </u> Y</div> <div><u> </u> Y</div> </div>
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SPECIAL INSTRUCTIONS	
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REMAINDER TO BE COMPLETED BY BUREAU

DATA CONTROLLER ASSIGNED	DATE	DATE COMPL.
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JOB NAME: LIST OF ABSENT PARENTS

JOB NUMBER: J64705H

JOB DESCRIPTION:

THE ABSENT PARENT MASTER FILE IS SORTED INTO SEQUENCE BY ABSENT PARENT NAME OR REGION/COUNTY, ABSENT PARENT NAME, DEPENDING ON THE DESIRED SEQUENCE OF THE REPORT.

REPORT GENERATED:

64-593 LIST OF ABSENT PARENTS

THE LIST OF ABSENT PARENTS IS PRODUCED LISTING EACH CASE AND ITS PERTINENT MASTER FILE DATA. IF THE SORT SEQUENCE IS REGION/COUNTY, TOTALS ARE PRODUCED AT THE END OF EACH COUNTY. THE TOTALS TAKEN ARE FOR: CURRENT-PAYMENTS, CURRENT ARREARAGE, CUMULATIVE ARREARAGE, AND YEAR-TO-DATE DOLLARS.

DATA PROCESSING REQUEST FORM

DATA PROCESSING DIVISION
FORM #5

REQ. AGENCY	DEPARTMENT OF REVENUE RECOVERY SERVICES DIVISION	DATE	FORM # 5 NUMBER
JOB NUMBER	J64705I1	JOB NAME	LOAD COURT/COUNTY/FIPS TABLE
REQ. BY		REQ. COMP. DATE	PHONE NUMBER
PROCESSING REQUESTED	<p>1. KEYPUNCH AND VERIFY SOURCE DOCUMENTS ADD OR DELETE RECORDS TO CURRENT F64.E705.D01 DISKETTE AS SOURCE DOCUMENTS INDICATE.</p> <p>2. RUN J64705I1</p>		
ITEMS SUBMITTED			
SPECIAL INSTRUCTIONS	STANDARD ALIGNMENT		
REMAINDER TO BE COMPLETED BY BUREAU			
DATA CONTROLLER ASSIGNED		DATE	DATE COMPL.

JOB NAME: COURT/COUNTY/FIPS TABLE LOAD

JOB NUMBER: J6470511

JOB DESCRIPTION:

A REFERENCE FILE OF ALL COURTS, COUNTIES, FIPS COUNTIES AND REGIONS AND THEIR CORRESPONDING CODES IS MAINTAINED FOR THE SYSTEM TO USE FOR VALIDATION AND PRINTING OF REPORTS.

THIS FILE MUST BE RELOADED WHENEVER A CHANGE IS MADE TO ONE OF THE ENTRIES, OR A NEW ENTRY IS ADDED.

REPORT GENERATED:

64-591.1 COURT/COUNTY/FIPS TABLE CREATE

THIS REPORT IS A FILE CONTROL REPORT TO ENSURE THAT CORRECT ITEMS ARE LOADED.

ERROR MESSAGES ARE PRINTED FOR CARDS IN ERROR. TO CHANGE ANY CARDS, THE ENTIRE DECK MUST BE RESUBMITTED.

FREQUENCY:

WHENEVER THE COURT/COUNTY/FIPS REFERENCE TABLE IS CHANGED.

DATA PROCESSING REQUEST FORM

DATA PROCESSING DIVISION
FORM #5

REQ. AGENCY	DEPARTMENT OF REVENUE RECOVERY SERVICES DIVISION	DATE	FORM # 5 NUMBER
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JOB NUMBER	J64705I2	JOB NAME	PRINT COURT/COUNTY/FIPS TABLE
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REQ. BY	REQ. COMP. DATE	PHONE NUMBER
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PROCESSING REQUESTED	1. RUN J64705I2
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ITEMS SUBMITTED	
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SPECIAL INSTRUCTIONS	STANDARD ALIGNMENT
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REMAINDER TO BE COMPLETED BY BUREAU

DATA CONTROLLER ASSIGNED	DATE	DATE COMPL.
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JOB NAME: COURT/COUNTY/FIPS TABLE PRINT

JOB NUMBER: J6470512

JOB DESCRIPTION:

THIS REPORT IS A LIST OF THE CONTENTS OF THE COURT/COUNTY/FIPS
REFERENCE TABLE.

REPORT GENERATED:

64-591.2 COURT/COUNTY/FIPS TABLE PRINT

OPTIONAL:

A SECONDARY FUNCTION OF THIS JOB IS TO PRODUCE MAILING ADDRESS
LABELS FROM THE EXISTING TABLE. IF THIS OPTION IS BEING REQUESTED,
INDICATE IN THE SPECIAL INSTRUCTIONS PORTION OF THIS REQUEST
THE FOLLOWING INFORMATION:

1. CONTROL CARD COLUMN 1-8 READS 'C6470591'
2. COLUMNS 9-14 READS 'LABELS'

FREQUENCY:

REPORT IS GENERATED AS NEEDED.

DATA PROCESSING REQUEST FORM

DATA PROCESSING DIVISION
FORM #5

REQ. AGENCY	DEPARTMENT OF REVENUE RECOVERY SERVICES DIVISION	DATE	FORM # 5 NUMBER
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JOB NUMBER	J64705J	JOB NAME	A/P MASTER FILE PURGE
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REQ. BY		REQ. COMP. DATE	PHONE NUMBER
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1. RUN J64705J

RUN DATE : / /

STANDARD ALIGNMENT
RESTART STEP THAT ABENDS.

REMAINDER TO BE COMPLETED BY BUREAU

DATA CONTROLLER ASSIGNED		DATE		DATE COMPL.	
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JOB NAME: A/P MASTER FILE PURGE

JOB NUMBER: J64705

JOB DESCRIPTION:

PERIODICALLY, THE ABSENT PARENT MASTER FILE SHOULD BE PURGED OF CLOSED CASES. THIS JOB PURGES THOSE CASES FROM THE MASTER FILE.

REPORT GENERATED:

64-561.3 LIST OF PURGED ABSENT PARENTS

REPORT IS AN ALPHABETIC LISTING OF ALL ABSENT PARENTS THAT HAVE BEEN REMOVED FROM THE MASTERFILE. REGION AND COUNTY BREAKS AND TOTALS ARE THE SAME AS THE ALPHA CASE LISTING BY REGION/COUNTY.

CONSIDERATIONS:

AN ABSENT PARENT MASTERFILE RECORD IS CLOSED WHEN THE ACCOUNT-STATUS EQUALS 8 OR 9 AND THE YEAR-TO-DATE DOLLAR FIELD IS EQUAL TO ZERO. WHEN A RECORD MEETS THESE SELECTION CRITERIA, IT IS WRITTEN OUT IN REPORT RECORD FORMAT. MASTER FILE RECORDS THAT ARE NOT CLOSED ARE WRITTEN OUT UNCHANGED TO PRODUCE A NEW ABSENT PARENT MASTERFILE.

FREQUENCY: _____

PERIODICALLY, WHEN CASE RECORDS ARE SUBMITTED WITH A PURGE CODE.

JOB NAME: FEDERAL REPORTS

JOB NUMBER: J64705L1

JOB DESCRIPTION:

THIS JOB PRODUCES MONTHLY, QUARTERLY AND ANNUAL REPORTS THAT ARE USED IN PREPARING THE FISCAL AND STATISTICAL REPORTS THAT MUST BE FILED WITH THE FEDERAL GOVERNMENT.

REPORTS GENERATED:

64-580.1	AFDC FEDERAL STATISTICS
64-580.2	NON-AFDC FEDERAL STATISTICS
64-581.1	AFDC FEDERAL FISCAL REPORT
64-581.2	NON-AFDC FEDERAL FISCAL REPORT

AFDC AND NON-AFDC FEDERAL STATISTICS REPORTS ARE PRODUCED IN ABSENT PARENT SOCIAL SECURITY NUMBER ORDER. THERE ARE NO COUNTY BREAKS.

INFORMATION FROM THIS REPORT IS USED IN PREPARING FEDERAL FORMS OCSE-3.1 (ANNUAL) AND OCSE-3.2 (QUARTERLY) 'STATISTICAL REPORTS ON CHILD SUPPORT ENFORCEMENT STAFF AND ACTIVITIES'.

AFDC AND NON-AFDC FEDERAL FISCAL REPORTS ARE PRODUCED IN RECIPIENT PARENT SOCIAL SECURITY NUMBER ORDER. THERE ARE NO COUNTY BREAKS.

INFORMATION FROM THIS REPORT IS USED IN PREPARING FEDERAL FORMS OCSE-OA 41.3A (AFDC) AND OCSE-OA 41.17 (NON-AFDC) 'STATEMENT OF CHILD SUPPORT COLLECTIONS'.

DATA PROCESSING REQUEST FORM

DATA PROCESSING DIVISION
FORM #5

REQ. AGENCY	DEPARTMENT OF REVENUE RECOVERY SERVICES DIVISION	DATE	FORM # 5 NUMBER
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JOB NUMBER	J64705S1	JOB NAME	REGION/COUNTY CODE CHANGE
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REQ. BY	REQ. COMP. DATE	PHONE NUMBER
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PROCESSING REQUESTED	1. RUN J64705S1
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ITEMS SUBMITTED	REGION/COUNTY CODE CHANGES (NOT TO EXCEED 56 CHANGES)			
	OLD CODE	NEW CODE	OLD CODE	NEW CODE
	- - - - -	- - - - -	- - - - -	- - - - -
	- - - - -	- - - - -	- - - - -	- - - - -
	- - - - -	- - - - -	- - - - -	- - - - -
	- - - - -	- - - - -	- - - - -	- - - - -
	- - - - -	- - - - -	- - - - -	- - - - -
	- - - - -	- - - - -	- - - - -	- - - - -
	ATTACH ADDITIONAL SHEETS FOR MORE CHANGES			

SPECIAL INSTRUCTIONS	
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REMAINDER TO BE COMPLETED BY BUREAU

DATA CONTROLLER ASSIGNED	DATE	DATE COMPL.
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JOB NAME: REGION/COUNTY CODE CHANGE

JOB NUMBER: J6470551

JOB DESCRIPTION:

THIS JOB USES THE REGION/COUNTY CODE CARDS TO CHANGE ALL APPROPRIATE ABSENT PARENT MASTER RECORDS TO NEW REGIONS/COUNTIES.

REPORT GENERATED:

64-594 REGION/COUNTY CHANGE REPORT

THIS REPORT IS PRODUCED SHOWING ALL CHANGED ABSENT PARENT RECORDS WITH THEIR RESPECTIVE OLD AND NEW CODES.



STATE OF MONTANA

DEPARTMENT OF REVENUE

MITCHELL BUILDING

HELENA, MONTANA 59601

March 6, 1980

MEMORANDUM

TO: REGIONAL SUPERVISORS

FROM: RAYMOND P. LINDER
Bureau Chief

A handwritten signature in cursive script, appearing to read "Ray Linder", is written over the printed name "RAYMOND P. LINDER".

RE: BRADFORD SYSTEM -- ACCOUNTS RECEIVABLE

In an effort to bring the Bradford System under control, Kathy Doughty undertook a month long review and study of the system. It is a pleasure to be able to forward to you a copy of her well-written report and findings.

Several changes in procedure are recommended and a timetable for specific updates is included. Your opinions and suggestions are needed and welcome. Please forward your comments to me by phone or memorandum.

RPL:kd

Attachments



STATE OF MONTANA

DEPARTMENT OF REVENUE

MITCHELL BUILDING
HELENA, MONTANA 59601

March 10, 1981

MEMORANDUM

TO: ROGER LINNELL, Administrator
Research & Information Division

FROM: RAYMOND P. LINDER, Acting Administrator
Recovery Services Division

RE: INTERNAL REVIEW OF CSEB
AUTOMATED ACCOUNTS RECEIVABLE

Attached for your information and use is a copy of a report which covers the Bradford System from our prospective. I believe you will find that it is well done and highly readable.

Although not stated explicitly, the report indicates that the Research & Information Division has extended numerous courtesies and positive assistance to the Child Support Enforcement staff.

Any comments you care to make on any aspect of the report are welcome and will be appreciated. Oral or written comments would be best directed to me or to Kathy Doughty.

RPL:kd

Attachment

APPENDIX I.

CURRENT IV-D SYSTEM

CSE Management Correspondence

1. State Office and Local Office response to in-house review of Support Payments.
2. Additional computer system problem correspondence.



STATE OF MONTANA

DEPARTMENT OF REVENUE

MITCHELL BUILDING
HELENA, MONTANA 59601

March 19, 1981

MEMORANDUM

TO: RAYMOND P. LINDER
Acting Administrator

FROM: Support Payments Unit

RE: Kathy Doughty's Assignment on Child Support Automated Accounts Receivable
Report on Findings of Assignment

I. Great Falls training session

1. Comment: A Region/County Alpha listing sent each month could be used by field to inform them of changes that have taken place. At the present time they receive the Statewide Alpha listing every 2 to 3 months.

2. Comment: Copies of cash pages are sent out daily and has eliminated several telephone inquiries as to if the money has been sent to a client.

A users manual would be very helpful.

Training at the Central office for each Administrative Assistant and a staff member from Havre and Kalispell would be very beneficial.

II. Operational Problems

1. Comment: Sharon notifies the field offices of any case showing a positive entry.

2. Comment: A closed status for an AFDC/Closed collect on arrearage is a closed case. The arrearage has been satisfied. An open status for AFDC/Closed collect on arrearage is an open case for arrearages only.

3. Comment: Cases checked as closed NAFDC accounts do not accumulate arrearage after closed effective date has been entered.

4. Comment: It would be helpful to SPU to purge accounts that will not be used again. When there are three or more cases for an obligor it is confusing to determine which cases to apply the payments to.

5. No Comment

There is an operational problem that was discussed with Kathy that is

important. That is the Bradford sub-system keys on 25 spaces for collection report (CR 1, 2, 3), and 35 spaces on Add/Change Maintance (C5A10). If the same number of spaces existed on both entry forms it would eliminate some of the accounts that show on the CR-3 report.

III. Input/Out Procedures

1. Comment: 1) we are submitting maintenance one time, weekly
2) batching by region/county until distributions are caught up. After April 15 we will not separate by region/county.
3) we do not screen for errors.

RECOMMENDATIONS "Have regional office batch input documents---." Will not be time saving to SPU.

"Rotate correction of maintenance errors---" will not be time saving to SPU. When Administrative Assistants are working in SPU they will have the opportunity to correct maintenance errors and if a recommendation is made the field office could input and correct all maintenance forms for each region.

2. Comments: Audit & Accounting only accepts 20 warrants per batch. No staff time saving would result.

Since Roladex has been used, a sub-system for address information is not a priority. Address changes are made without inconvenience. No staff time saving would result.

"Elimination of errors that occur when NAFDC money is sent in error---." This does not happen frequently and would cause the field office to determine if money should be sent.

"Elimination of manual record keeping." Comment: It would cause more manual record keeping.

3. Purge URESA's---Good SPU time saving
4. Good job
5. Good job
6. In the process of being changed.
7. Was this discussed with Gary Peterson last week to see if it is necessary?
8. none

IV. Reports Generated by the Bradford System

GOOD JOB

MEMO

Date March 10, 1981

To Dennis

From Lloyan *gf.*

Subject Bradford System —Accounts Receivable

II Operation Problem

2., 3., 4. All mention closed cases and in the examples given, the "closed" cases are ones that are terminated, per any add/change maintenance form. It has been mentioned that these cases have been terminated, but are not removed from the Alpha List. I don't see that they are additional cases, as is suggested, but ones that the field office has tried to get rid of/ see Connie's note asking how to purge cases from the Master File.

III. Input/Output Procedures

1. If maintenance forms are not submitted on a daily basis, money could be mis-directed while updated information has been correctly submitted.

4. A new format for the collection report sounds good to me, but since I don't do that, I might not know what I am talking about.

6. State of Montana is able to collect incentive from whom? The Feds? Is this in addition to what the Feds already pay? What is procedure when there already is a calculate incentive such as Havre and Kalispell do on all their cases? Also when a URSA action is giving incentive to another State?

Also, I have never had instruction on case types 04-Ward of State and 05-State Case, no County Case.

7. Are they saying new maintenances will have to be done on all repayments by 6-30-80?

MEMO

Date March 11, 1981

To Dennis

From Connie *CF*

Subject BRADFORD SYSTEM - ACCOUNTS RECEIVABLE

A User's Manual is imperative. Unless the same system is used Statewide, the Bradford System will never work.

Since there have been so many errors made in the past through ignorance of the system, how can cases be purged from the system? There are many accounts showing up on the Absent Parent Master File that shouldn't even be in the system at all. There are also duplicates in the AP Master File because of the number of times that we were directed to do the maintenance forms differently than the we had been doing them. In order to correct these cases and standardize the system, is it going to mean submitting new computer forms for each case. Can't "Terminate" mean that it can be purged from the System?

I feel that after a User's Manual is printed, it is important that a training session be held so that questions can be answered by someone who KNOWS the the answers.

How can a case be PURGED from the system?

The new format of the collection report is great except ~~that it is too small~~ for the CR-3. It leaves no room to add the entries that must made from the CR-3. I don't understand why there are so many entries on the CR-3. Most of them from our region have computer forms already in the System and they should go on the collection report with no trouble. We have many entries that show up month after month on the CR-3 when they shouldn't because they are on the AP Master File correctly.



STATE OF MONTANA

DEPARTMENT OF REVENUE

~~INVESTIGATION DIVISION~~

CHILD SUPPORT ENFORCEMENT BUREAU

RECOVERY SERVICES DIVISION

Plaza West Professional Building

1537 Avenue D - Suite 135

Billings, Montana 59102

RECEIVED

MAR 18 1981

**CHILD SUPPORT
ENFORCEMENT**

MEMO TO: Ray Linder, Bureau Chief

FROM: Dave Waldron, Regional Supervisor *Dave*

RE: Bradford System - Accounts Receivable

DATE: March 16, 1981

After reading through the report that Kathy Doughty has written, two points were seen throughout. Those being the need for a users manual for all staff and training for existing procedures and up-dated information.

I found the report well written, and it is apparent to me that she has put a lot of work into the assignment and the compiling of the report.

I would, however, like to take this opportunity to express my feelings on the recommendations presented. It is not my intent to be at all critical of them, but rather to comment from the field standpoint.

Thanks for this opportunity to make the following comments.

The Billings Region has been working for the past few months to insure that all accounts receivable are on the system, and to insure that the information on that account is accurate. This, at times, has been frustrating to say the least for one reason or another. These reasons range from the account not getting on the system to documents being rejected due to a field error. However, we were not notified of the error, thus we continued to make the same mistake.

When a new Alpha listing is received, the old one with red pencil changes is compared to the new one to insure the changes were entered. It is cumbersome to deal with the statewide Alpha when performing this task. For this type of operation, the Region/County Alpha would better serve the purpose.

However, for the transfer of case files between regions, a current state listing is necessary. For this reason a state listing every six months would reduce our ability to effectively move these files as needed. By not getting the file transferred in a timely fashion a notice can be served that doesn't reflect a true and correct debt, or could result in two notices being served on an obligor for the same time period and the same debt.

My recommendation would be a Region/County listing issued for two consecutive months and the third month the state listing could be issued. At present, with the state Alpha, the three months system seems to be very adequate. The Region/County listing could be used to check on pencil changes to insure that the account is on the system or the changes have been entered.

I. Great Falls Training Session

1. The question that arises, and may well be answered by the issuance of a user's manual, is what changes don't compliment each other. The changes will continue to be done and unless the field office is aware of what changes can and can't be submitted, the same problems will exist.

If changes have to be submitted seperately I can foresee another review period for a particular case file. A case would have to be placed in a tickler system until a new Alpha is issued, to insure the first change is on the system. Meanwhile, other changes may have to be made.

- 2f. This appears to be a duplication of effort between SPU and the field office. The regional office posts payments in the office as they appear on the collection report or as they are corrected.

Since the majority of all payments are sent directly to SPU along with all payments from the field being sent to SPU, they should have the most accurate information. They also would have the to-date information needed on some cases.

For consistency of information my recommendation would be that one person be responsible for the LP-6 function. This would insure the same information is researched and dispersed.

Recommendations:

Both ideas listed here are what is needed more than anything else. A user's manual that is kept up-to-date and reflects the current practices to be used on the system is a must.

Training for the field staff needs to be comprehensive for all employees to insure that consistency in procedures is accomplished. One of the biggest problems for the field office is the information that comes out regarding changes. It isn't given to all offices and varies between the person who is relaying it.

While I feel the development of the manual should be a joint effort, the up-dates should be the responsibility of one person.

II. Operational Problems

3. Repayment cases present a problem with regard to the "monthly amount due" field, in that money is received in an amount that

equals the repayment amount. There is no way to easily identify the money as the field is blank, thus allowing for the payment to be credited erroneously or sent to the client when it should be retained.

However, if this field is indicated and no payment is received, the arrears are added to which shouldn't be.

Being unfamiliar with the system I'm not sure what would be best here.

III. Input/Output Procedures.

1. Since the first two items are of no particular problem and can be handled here without any effort I would direct my comments to the third.

At the Billings Staff Meeting, I believe it was set up so that the Grade 9 would approve all CSA-10 documents prior to sending them to Helena to screen for errors. However, we were never notified of any rejections so as to correct the error. Consequently, the same error continued to be a burden on SPU.

I found the recommendation and anticipated results confusing in that one stated that maintenance errors be rotated to the regional office once a month and the other on a weekly basis.

This office would rather deal with the errors on a weekly basis. This would allow us time to correct the errors without having a fairly large amount of documents to go through.

There again, when the manual exists these should be kept to a minimum.

2. This relates to the problem of money being sent to a recipient as NAFDC monies as opposed to being retained. By having the address on tape the field office wouldn't be notified on a questionable account. When the daily cash pages are received the money has been sent and recovery has to be started from the field.

Distribution of NAFDC monies on a semi-monthly basis will more than likely generate more complaints from the client to the field office. When monthly distribution was the policy client complaints were numerous.

If semi-monthly is started coupled with the collection fee I foresee a lot of time handling those complaints. This is time spent away from the collection function especially in light of the fact that the Grade 7 handles NAFDC cases. Her production would subsequently decrease with regard to the work of getting the paperwork prepared for collection.

I am in favor of eliminating as much manual work as possible when the computer is involved as I feel it should do the work.

If the address sub-system is of the nature to provide information to SPU, rather than the roll-e-dex, I'm agreeable. If the sub-System is accessed to automatically disburse money I can foresee some problems, as mentioned.

7. The Billings region currently employees a ledger card system on all cases which have an accounts receivable.

My comment here is more a question as to what type of ledger system could be set up that our card system doesn't do now.

Three places throughout the report indicated deadlines that are recommended with regard to certain changes. Given the current staff the deadlines wouldn't allow for the continuation of daily office work. To meet the recommended deadlines I would have to pull too many staff away from the collection work, which would cause a further backlog to develop and our collections to decrease substantially.

While I realize improvements of the system are in fact needed and what Kathy's report details is a giant step in that direction, the completion by July 1, 1981 would be an unattainable deadline.

We will work as best we can with meeting deadlines imposed however.



STATE OF MONTANA

DEPARTMENT OF REVENUE INVESTIGATION DIVISION CHILD SUPPORT ENFORCEMENT BUREAU

March 18, 1981

To: Ray Linder
Acting Administrator
Recovery Services

From: Larry Racicot *LR*
Regional Supervisor
Jean Truyster *JT*
Administrative Assistant

Region IV Butte, Montana

Re: Questions and comments on the CHILD SUPPORT AUTOMATED ACCOUNTS
RECEIVABLE REPORT ON FINDINGS OF ASSIGNMENT by Kathy Doughty

"The field offices need to work on cleaning up their case load."

It has been inferred that an entire review of every case in the office will be made in order for the information to be put on the Alpha correctly. The information is needed to accurately reflect reports statewide.

In putting correct information on the Alpha, a case and debt computation will have to be reviewed or made in any case involving a support order or public assistance debt with an established obligor. Paternity cases need not be computed. Would closed NAFDC cases need to be put on the Alpha???

Correction of the Alpha would be extensive and will take away time from case work. Collections will be affected.

To insure accuracy in reviewing the entire case load and re-entering accounts on the Alpha, these steps must be taken:

1. Identify case
2. Locate file
3. Review case
4. Debt computation

If necessary:

- a. Acquire grant amounts
- b. Verify money paid
LP6 to recipient
Audit and Accounting
Clerk of Court

- c. Sending for payment registers
 - d. Determining obligation
 - e. Computing debt to present
5. Cross reference with existing Alpha
 6. Make changes on computer forms regarding money, case status, obligor/obligee info
 7. Review of form and send to Helena
 8. Return case to appropriate drawer

Cleaning up one case could take as little as 15 minutes. It would be more likely that a case would mean acquiring some information not on hand and therefore days will lapse until all info is collected.

If 2000 cases are to be reviewed and no computations need to be recalculated, this would mean a minimum of:

15 minutes x 2000 cases = 500 hours or one knowledgeable caseworker at 40 hours per week, a time of 3 1/2 months.

Since we are assured that most cases will need updating of information to be corrected, the estimate of man hours consumed is...

I. 2. e.

When opening an account, fill in an arrearage, even if estimated (unless obligor has always paid and has no debt) to avoid a credit balance. This information was not previously known.

II. Operational Problems

1. A user manual will be very helpful to insure consistency and accuracy.
2. What are the examples in which you would have a closed O2 account?
 - a. Deceased or incapacitated obligor?
 - b. Why put this type on the Alpha in the first place?
3. NAFTDC closed cases should have monthly amount due extracted. Duplicate top line accounts should be purged. We agree.
4. What is the priority regarding II. 4. a, b & c?

To cut the number of accounts and/or physical size of the Alpha?
 or to maintain on all cases whether it is closed or paid in full?
 a listing for the purpose of future case management?

We feel the need for future case management is important. We would like to purge cases that would duplicate case management information.

In conclusion, this report has been very helpful in bringing to light many problems of which this regional office was unaware.

We have initiated batching of computer forms to aid SPU. We are now aware of zeroing out arrearages before terminating accounts as well as holding back on forms completed on the same day. We would like to see the computer being able to handle effective dates that may be out of date order.

We have begun estimating arrearages when entering a new account on the Alpha to avoid crediting support.

May we begin purging cases?

We are more than willing to assist in resolving the problems discussed in this report and are aware of the tremendous effort it will take on all our parts.

P.S. Barb advised that each month she recorded the amount of money received by county per account type. We would like this information distributed to our region for progress study and comparison.



STATE OF MONTANA

DEPARTMENT OF REVENUE

INVESTIGATION DIVISION

CHILD SUPPORT ENFORCEMENT BUREAU (406)721-1541

March 19, 1981

To: Ray Linder
From: Missoula Regional Office
Re: SPU Report

RECEIVED

MAR 23 1981

**CHILD SUPPORT
ENFORCEMENT**

As per your request.

1. Response to page 2, item F - LP-6 information.

LP-6's - Affidavit of Support Payments from SPU

When requested, the regional offices need an accurate and complete accounting of the child support payments received through the SPU. We need to develop an expeditious system which will provide a statewide monthly breakdown of payments made by any obligor and received by SPU. This would include repayments made as well as current support.

Is it possible to have the Bradford System recall this information on a case by case basis?

2. Response to page 7 - item 7 - arrearage distribution

We are perplexed with this entire section and would appreciate clarification.

3. Response to page 1 - item 1 and page 5 - item 1

These two areas speak of time savings for staff. It appears that only SPU will benefit with regards to time savings from the recommendations. The burden of these tasks will again be dropped on the "money collectors" for this organization, thereby further reducing our capabilities of increased collections.

4. Comment

It appears that this report is requiring a number of tasks that are to be completed with certain time limitations. Are we expected to correct all errors presently on the Alpha, in addition to changing the repayment cases to alphabetical listings by June 30, 1981? The time allowed is too limited with respect to the other duties and responsibilities that the regions must complete.



STATE OF MONTANA

DEPARTMENT OF REVENUE

MITCHELL BUILDING
HELENA, MONTANA 59601

March 25, 1981

MEMORANDUM

TO: ALL REGIONAL OFFICES

FROM: KATHY DOUGHTY *Kathy*
Program Services Unit

RE: REGION/COUNTY ALPHA CASE LISTING

In today's mail you will receive two copies of the Region/County Alpha Case Listing. Please maintain the original at the field level and return the second copy back to myself with the following information:

- . indicate all cases that you feel should be purged;
- . provide a notation of why the case has been selected for purging;
- . indicate a date that the purge function can be activated so that Helena does not remove from the computer file a case that you may need to reference within the next couple of months.

Cases will be purged by the Helena Central Office for this time only. So that we can determine types of cases that can be purged (criteria for purging) and outline procedures in a User's Manual for field staff.

If you have any questions or concerns, please direct them to myself. Thank you.

(P.S. The bill/fee code information has temporarily been lost...the next reports that you receive will have this information. The proper control card was not pulled so that this information could print out.)



STATE OF MONTANA

DEPARTMENT OF REVENUE

RECOVERY SERVICES DIVISION

CHILD SUPPORT ENFORCEMENT BUREAU

RECEIVED

JAN 23 1981

**CHILD SUPPORT
ENFORCEMENT**

MEMORANDUM

TO: BARB BOOHER
FROM: DAVE WALDRON *Dave*
DATE: JANUARY 21, 1981
SUBJECT: COMPUTER SHEET DOCUMENTS

It has been brought to my attention that there is information, regarding procedures for filling out the CSA-10, being given to individual regional offices and not being given to others. This information has been coming from different people with in the Support Payments Unit. This has created two problems as far as the proper procedure for filling out the documents are concerned.

The first problem is that when a problem is noticed it is relayed to the regional office concerned, but is never put out to the other offices in the event the error is being made in other places. So the office in error is notified of the problem, which may be a recent change, but not so with the other offices until they submit an error.

The other part of this problem is that we are being told a procedure by one person in SPU, and something else just the opposite on the same problem from somebody else within the unit. We are not always sure in what procedure is actually correct.

I would like to suggest that, if possible, the grade 9's take time during the up-coming training session to iron out these problems and come to some solution. When I submitted my list of agenda items I did include this subject, but didn't go into detail.

I would also like to suggest that one person within SPU be responsible for getting the correct information to the field, such as the 9's are responsible for accuracy of the documents from the field.

Barb Booher
January 21, 1981
Page 2

My final suggestion would be that when an error is noted that the person responsible for getting information to the field, send a memo to all offices with the information just in case the other people are making the same mistake and are unaware of it.

I realize the problems of late with regard to the SPU, but I would like your comments on these ideas.

Thanks!

Region VIII
Federal Office Building
1961 Stout St.
Denver CO 80294

November 4, 1981

Mr. Ray Linder, Bureau Chief
Child Support Enforcement
Montana Department of Revenue
P.O. Box 5955
Helena, MT 59601

NOV 12 1981

Dear Ray:

One of the objectives in our FY 82 work plan is to identify and document high cost centers with implementation of corrective action to improve cost effectiveness at least two times in each state. This is a letter report of our first visit to Montana to carry out this objective. Our first visit was made by E.A. Donohoue of our regional staff to the Child Support Enforcement Office in Helena October 5-9, 1981. The result of that visit and review are set forth in this letter.

Identifying High Cost Areas

In discussions with you and your staff, we identified areas you and your staff believed cost effectiveness could be improved. These areas were:

Computer Services;
Cooperative and Purchase of Service Agreements, and
Cost Allocations.

We reviewed these areas to establish specific areas of concentration for our efforts.

Our review was restricted by the lack of available data both statistical (functional input and outputs) and financial (functional costs) to measure cost effectiveness. As you know, the Department of Revenue supplies your accounting services (SBAS) and the data they collect is not by Child Support Enforcement functions, some costs are regionalized but not all and the regions are not subdivided into counties. Further, a complete set of books for the Child Support Program are not available, thus, a Child Support Chart of Accounts which would collect the necessary financial data for measuring cost effectiveness is also not available. The absence of a formalized tracking system makes functional input and output unavailable and they are necessary elements in measuring cost effectiveness. Within these constraints, we reviewed the suggested areas where cost effectiveness could be improved and selected these specific areas of concentration:

1. Computer Services;
2. Special Projects - Purchase of Services County IVD Units:
 - a. Hill-Blaine
 - b. Flathead County.

Computer Services

During our review, we noted much user dissatisfaction with the current ADP System (Bradford I) which limits its effectiveness. Whether the cause of that dissatisfaction is the system itself, improper scheduling, lack of understanding of the systems by programmers or lack of understanding of output by user, we believe it is the responsibility of the ADP service provider to have satisfied customers. This is not the case in the Montana Child Support Enforcement program at this time. Also, our review indicated that much staff time was used to correct and update manually ADP-generated reports and as we noted above, managerial data needs were not being met which further indicates the ineffectiveness of the current computer services. The CSE cost for computer services is approximately \$3500 per month, \$42,000 per year. Any amount spent for unsatisfactory services must be eliminated. User needs for controlling operations and measuring performance are not being met; determining the reason for this condition should have the highest priority because of its inefficient management implications. To accomplish this, we recommend that the State:

1. Determine the data needs requirements for effective management of the Child Enforcement program.
2. Evaluate currently available ADP resources for compiling the needed management information and ascertaining what system modifications, scheduling, or provider corrective action is necessary to obtain needed management data.
3. Establish implementation plans with timeframes for full implementation of enhanced CSE management information system.

With Montana's commitment to provide an effective CSE Management Information System, we stand ready at the Regional and Central Office levels to provide or assist in providing any technical assistance the State needs to accomplish this project

Special County IVD Units

During our review of State records regarding performance of the Special County IVD Units for the counties of Flathead and Hill-Blaine, we noted several unique features. Organizationally, these two special IVD county units are the exceptions to the Regional Office supervision of county child support administration. Flathead County appears to have separate services through the special IVD Unit and the County Attorney. As collection agencies, neither unit has a good business record. The cost of collections in:

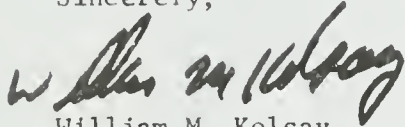
Flathead is approximately 90% of collections, and
Hill-Blaine is approximately 150% of collections.

From these observations it appears that these units are both costly and inefficient. We recommend that the State:

1. Study the service impact if the special county IVD units were eliminated and the servicing of these areas assigned to the Regional Office and
2. As a result of this study (recommendation #1), eliminate the special county IVD units or reduce expenditures of the unit to no more than 50% of AFDC collections.

If we can be of any assistance please contact E. A. Donohoue at (303) 837-5661. We shall contact you in approximately 30 days to ascertain your corrective action plan.

Sincerely,

A handwritten signature in dark ink, appearing to read "W. M. Kelsay", written in a cursive style.

William M. Kelsay
Regional Representative

APPENDIX II.

NEEDS AND OBJECTIVES

- A. Program Review of Billings Regional Office.
- B. Program Review of Missoula and Butte Regional Offices
- C. Program Review of Great Falls Regional Office
- D. Montana Project Review



STATE OF MONTANA

DEPARTMENT OF REVENUE RECOVERY SERVICES DIVISION CHILD SUPPORT ENFORCEMENT BUREAU

December 5, 1980

TO: Raymond P. Linder, Bureau Chief
FROM: Barbara Booher, Assistant Bureau Chief *BB*
RE: Program Review of the Billings Regional Office

A general program review of the Billings Regional Child Support Office was conducted on October 15-17, 1980.

The review team consisted of Gary Peterson of Denver Region VIII OCSE and Barb Booher, of the CSE Bureau.

Though the intended scope of the review was to center on case processing; program systems and the policies & procedures of the CSEB were identified as areas where operations may need improvement. The observations and recommendations of the review team are outlined below for your consideration and comment.

1. OBSERVATION

A large number of 03 cases on the collection report are actually responding URESA's (code 888-88-8888)

RECOMMENDATION

- A. Delete all responding URESA's from the Child Support accounting system which have no Montana arrearage & redirect checks from the local Clerk of the Court to Clerk of the Court in the initiating states (i.e. by-pass the Montana Department of Revenue)
- B. If a responding URESA is to be monitored through the Child Support accounting system, code as account type 05 rather than 03. (05 is currently used to identify state cases which CSEB is no longer required to monitor separately)

ANTICIPATED RESULTS

- . Decrease delay in payments to out of state jurisdictions.
- . Reduction in number of checks issued from central office.
- . NON-AFDC or 03 category will then accurately reflect NON-AFDC collections in Montana.
- . Reduction in number of add/change maintenance forms field staff will submit.

2. OBSERVATION

Arrearage distribution in some reviewed cases was confusing and inconsistent.

RECOMMENDATION

Collections on arrearages (defined as: all past due child support) should be credited to unreimbursed public assistance (defined as: AFDC issued less child support payments made, and used to reimburse AFDC) first; then any overage is sent to the client as an excess payment.

ANTICIPATED RESULTS

- . State will be able to retain more of total collections.
- . State will be eligible for more incentives as a result of increased amount of collections retained.
- . Uniform arrearage distribution will simplify workload statewide.

3. OBSERVATION

Calculation of CS-25 debt computation worksheet appears to be slowing case processing unnecessarily.

RECOMMENDATION

Where there is an existing court order do not include a statement of public assistance issued on the Notice of Support Debt CS-11.

ANTICIPATED RESULTS

- . In cases with an existing court order, the total unreimbursed public assistance is computed only when an arrearage collection is received.
- . For distribution purposes the support payments unit obtains a grand total of AFDC issued from the SRS warrant retrieval system minus Child Support payments made from field offices and a total of how much the absent parent owes on the support obligation from the CSA-10 and retains the lesser of the two.
- . Calculation of a CS-25 will not be necessary on a Notice of Support Debt CS-11.
- . A rewrite of the 3rd clause of the Stipulation CS-58 for Notices of Support Debt CS-11 will be necessary.

GENERAL SUGGESTIONS

- . Develop a manual subsystem of ledger cards to support arrearage distribution on Bradford.

December 5, 1980

Page 3

- . Code 02 cases according to recipient last name instead of "Repayment".
- . When a collection is made on an 03 Child Support case above the monthly obligation, the Support Payments Unit should routinely check for prior receipt of public assistance or the existence of an 02 case.
- . For distribution purposes use current arrearage amount on existing 02 cases as the unreimbursed public assistance figure.
- . Develop a ledger card for entering collections reported on the CR-2 as a history of obligor payments and maintain in field offices.

cc: Joanne Crabtree
Mike Garrity
Dave Waldron
Larry Racicot
Tom Steckler
Dennis Shober



STATE OF MONTANA

DEPARTMENT OF REVENUE

MITCHELL BUILDING

HELENA, MONTANA 59601

April 8, 1981

MEMORANDUM

TO: RAYMOND P. LINDER, Bureau Chief

FROM: BARBARA BOOHER, Assistant Bureau Chief

RE: PROGRAM REVIEW OF MISSOULA & BUTTE REGIONAL OFFICES

The following observations and recommendations are derived from reviews of two regional Child Support Offices (Missoula and Butte) conducted during the week of March 9-13th.

The review team consisted of Gary Peterson and Page Brown of Denver Region VIII OCSE, and myself.

We wish to express our appreciation to the staffs and supervisors of the two regional offices for their participation in the reviews. Their suggestions regarding modifications were useful in identifying those areas where statewide procedures are absent, unclear, or impractical.

The review concentrated in four general areas:

- . Management and procedural techniques used by the regional offices;
- . Use of Bradford System reports;
- . IV-A/IV-D interface;
- . Utility or practicality of existing state procedures at the field level and possible modifications based upon suggestions from the regional offices.

BB:kd

I. MISSOULA REGIONAL OFFICE

A. OBSERVATION: Rationale of Case Prioritization

The office had assigned active/inactive status to cases according to AFDC status of the recipient. Current state procedures require priority status be assigned according to the characteristics of the absent parent.

RECOMMENDATION:

The office begin to assign priorities according to state procedures with reference to the situation of the absent parent. (Also see related recommendation under "Statewide Procedures").

ANTICIPATED RESULTS:

- . Improved case flow through the various functions;
- . More efficient use of staff time;
- . More logical case file organization;
- . Increased collections.

B. OBSERVATION: Monitoring Payments

The office had identified its paying cases, separating the payment cards of those who paid from those who had not. However, limited follow-up was provided on delinquent cases.

RECOMMENDATION:

All cases, including 01 and 02, which had not paid, be contacted by letter or formal notice as appropriate. This contact and/or administrative action should be attempted no later than 30 days after the end of the month in which payment was due. Or else, upgrade delinquent billing procedures.

ANTICIPATED RESULTS:

- . Increased number of payers;
- . Greater regularity of payments;
- . Increased amount of collections.

C. OBSERVATION: EA-32 Process (IV-A referral to IV-D)

According to regional office staff, EA-32's are being completed and sent to the IV-D Office by the county IV-A staff every time an AFDC redetermination is done; i.e., every six months. At best, it is only necessary to complete a new referral document when some change has occurred after the initial referral.

C. EA-32 Process (Con't)

RECOMMENDATION:

The County IV-A offices be advised that it is only necessary to forward the EA-32 at the initial opening of the IV-A case and when some change has occurred. At the same time, the county IV-A offices should be encouraged to ensure the original EA-32 is as complete and accurate as possible.

ANTICIPATED RESULTS:

- . Reduction of work for IV-A ET's;
- . Reduction of paper flow, postage costs, etc.;
- . Better cooperation between IV-A and IV-D;
- . Improved quality of EA-32's.

D. OBSERVATION: Child Support Payment Returned to IV-A.

AFDC clients return direct child support payments they receive to the county welfare office. Although, there is nothing technically wrong with this procedure, there is a possibility of these payments being miscredited upon receipt in Helena, especially if they are being sent to SRS instead of State IV-D.

RECOMMENDATION:

Instruct county welfare to direct child support payments received by them or AFDC recipients to be channeled through the regional office and then forwarded to the State Support Payments Unit.

ANTICIPATED RESULTS:

- . Elimination of a possible error source;
- . Reduction of direct payments;
- . Increased collections.

E. OBSERVATION: Monitoring URESA Cases.

The office is to be commended for its procedures in this area. All case preparation and monitoring is performed by the regional office and notices to that effect sent to the responding state. Cases are "tickled" for follow-up at regular intervals. The involvement of the county attorney is essentially limited to the actual filing of legal action.

RECOMMENDATION:

Suggest only that all URESA monitoring be performed by one person rather than two. Otherwise, this idea is recommended to other regional units for possible adoption.

F. OBSERVATION: Major Employer Contact.

Contact with major employers is limited.

RECOMMENDATION:

Increased contact with major employers in the region would prove beneficial. In addition to explaining the warrant of distraint process, employers could be encouraged to provide the opportunity for their employees to make a voluntary wage assignment for child support.

ANTICIPATED RESULTS:

- . Enhanced collection ability;
- . Increased collections.
- . Generally, better cooperation by employers.

G. OBSERVATION: Closure Process for 01 Cases.

The regional office was under the impression that when an AFDC case closes they were automatically to change the case to an "03".

RECOMMENDATION:

That state procedures make it clear that a case closed for AFDC (in the Bradford System as an "01" status) should be changed to an "02" status. If pipeline payment on current support is expected, the SPU should be advised to assure proper credit.

ANTICIPATED RESULTS:

- . Development of a complete 02 file would assist arrearage computation;
- . Elimination of unnecessary computer documents;
- . Better case control;
- . Field staff time savings.

H. OBSERVATION: Non-AFDC Cases:

The percentage of staff time devoted to Non-AFDC services considerably exceeded the percentage of Non-AFDC cases in the caseload. While this by itself is not necessarily meaningful, regional staff commonly said these cases require far more attention and the clients were much more demanding than their AFDC clients. This in turn, diverts effort which might otherwise be spent on the AFDC group and recovery of state funds.

H. Non-AFDC Cases (Con't)

RECOMMENDATION:

1. Commit resources and staff to NAFDC caseload commensurate with the NAFDC share of the active caseload.

ANTICIPATED RESULTS:

- . Free staff to work AFDC cases;
 - . Increased caseload management ability;
 - . Increased recovery of state AFDC funds.
2. Examine the possibility of establishing a statewide Non-AFDC unit in Helena which would free regional office staff for AFDC collections.
 3. Pay out NON-AFDC collections on or before the 15th of the month following the month of collection after proper notice to current clients.

ANTICIPATED RESULTS:

- . Reduce the number of telephone calls about collections from clients;
 - . Regularize payments to the client after the 1st month;
 - . Reduce distributions and ADP costs;
 - . Probably encourage withdrawal by some clients;
 - . Provide a specific contact point for NAFDC inquiries and problems.
4. Provide NAFDC clients a brief description in writing of CSE services including an explanation of terminology, procedures and estimated time frames, and a request to address any questions or inquiries to the CSEB in writing.

ANTICIPATED RESULTS:

- . Reduce complaints and phone inquiries;
- . Increased understanding of the program by clients and public;
- . Enhanced ability to manage caseload;
- . Staff time savings.

II. BUTTE REGIONAL OFFICE

A. OBSERVATION: Monitoring URESA cases.

Presently the office is developing duplicate files for out-going URESA cases and forwarding the original to the County Attorney. The attorney is responsible for filing the action and following up with the responding jurisdiction. Action has not been especially prompt.

RECOMMENDATION:

That the regional office prepare all legal documents, assume responsibility for monitoring responding state's activities, with the County Attorney responsible only for filing the action(s). (See "E" Missoula Region.)

ANTICIPATED RESULTS:

- . Reduction in copying and attorney costs;
- . Improvement in the success ratio for outgoing URESA's;
- . Improved relations with responding states.

B. OBSERVATION: Major Employer Contact.

Some effort at contacting employers is presently underway.

RECOMMENDATION:

Suggest that additional emphasis be given the use of voluntary wage assignments.

ANTICIPATED RESULTS:

- . Greater cooperation from employers;
- . Increased and more regular collections.

C. OBSERVATIONS: Staff assignments.

The grade 5 clerical position may be underused.

RECOMMENDATION:

Possible expansion of responsibility to areas including routine correspondence, initial location inquiries, starting the priority evaluation, office file management, management of the "tickler" system, and monitoring URESA payments. Standard position descriptions would assist in this area. (See "Descriptions" under Statewide Recommendations.)

C. Staff assignments. (Con't)

ANTICIPATED RESULTS:

- . Clearer understanding of possible duties of the clerk, which would help with designing position descriptions/standards;
- . Enrichment of the clerical position;
- . Staff time savings at professional and para-professional levels;
- . Increased caseload management capability for the office as a whole;
- . Probable increase in collections through general improvement in efficiency.

D. OBSERVATION: Monitoring payments.

The Cash Receipts Journal is received weekly to monitor payments, a daily payment tickler is maintained, and delinquent payors are contacted. If the absent parent fails to contact the regional office within 10 days administrative or legal action is initiated.

RECOMMENDATION:

The office be commended for its procedures in this area. Other regional offices may find it beneficial.

II. STATEWIDE RECOMMENDATIONS

The following findings and recommendations apply to state procedures. Some, if not all were identified as problems by regional office staff as impediments to effective operation.

A. OBSERVATION: The LP-6 Process.

Regional offices maintain a ledger of payments made by the obligor. When a verification of arrearages is sought, an LP-6 is submitted to Helena (SPU) requesting such verification. However, the source of the information ultimately used to verify arrearages is the record maintained by the regional offices. This creates duplication.

RECOMMENDATION:

The record of payments be maintained by the regional offices and the LP-6 eliminated.

ANTICIPATED RESULTS:

- . Reduction of duplication, staff time savings;
- . More rapid ability to calculate debt at the regional level;
- . More efficient warrant of distraint process.

B. OBSERVATION: Case Filing.

Presently, all regional offices file by AFDC client.

RECOMMENDATION:

Since the major focus of the IV-D program is on the absent parent and his/her ability to pay, it appears more appropriate to file cases alphabetically according to obligor and cross reference appropriately. A separate card system could be used to denote case status or need for scheduled follow-up.

This may also require some adjustment at the state level in the Bradford system and it may also complement present efforts to purge duplicated cases and modification of the "02" files. Further, if regional office files were reorganized, it would provide an excellent opportunity to obtain an accurate case count for the regions and the state.

ANTICIPATED RESULTS:

- . Ease of record location;
- . Focus attention upon the program's mission;
- . Increased accuracy of caseload count.

C. OBSERVATION: Management Reports.

Several offices had no internal management reports available to them which would enable them to identify caseload trends and make plans to alleviate problems. This is not surprising in view of the fact that recent ADP and reporting modifications at the state level have only recently begun to crystalize this need. However, a regional office's needs for management information will differ in some respects from the needs of the state.

RECOMMENDATION:

That the regional office identify its particular needs in this area. Following this, if desired, training and assistance in setting up a system to obtain the information can be arranged.

ANTICIPATED RESULTS:

- . Increased planning capability at the regional level;
- . Enhanced ability to document and resolve problems;
- . Availability to performance data;
- . More accurate reports and easier preparation.

D. OBSERVATION: Interception of State Tax Refunds.

The present wording of the stipulated agreement seems to preclude attachment of refunds or any other collection activity, provided the obligor remains current in his payments. This creates a situation whereby the Income Tax Division of DOR is refunding money to the same obligor who is paying DOR, Recovery Services.

RECOMMENDATION:

Collection action be undertaken with respect to all obligors' income tax refunds, where a debt has been established, regardless of whether he/she is paying. To accomplish this, it will be necessary to obtain concurrence from the Legal Division and to modify the stipulation's wording.

ANTICIPATED RESULTS:

- . More rapid debt satisfaction;
- . Increased collections at less cost;
- . Improved coordination between DOR components.

E. OBSERVATION: Job Descriptions.

None of the regional offices have up-to-date position descriptions for all regional office personnel. As a consequence, it is difficult if not impossible for performance standards to be developed and reasonably applied. In addition, work assignments are sometimes made without reference to the tasks for which the employee may have originally been hired. For example, management/supervisory duties of the regional supervisors are not clearly

E. Job Descriptions. (Con't)

defined; actual duties of the grade 5 clerks vary widely between regions; and an administrative assistant, grade 9, might be doing much the same things as an investigator, grade 12.

RECOMMENDATION:

That basic job descriptions be developed which, while allowing flexibility in work assignment, accurately reflect basic duties and level of difficulty. Performance standards may then be developed such that outstanding employees may be rewarded or promoted, training needs identified and problems more easily resolved.

ANTICIPATED RESULTS:

- . Clearer idea of job functions and staffing requirements;
- . Consistency of approach across region;
- . Decision making lines clarified;
- . Improved morale.

F. OBSERVATION: Arrearage Computation.

The regional offices do not have a dependable method of computing arrearages in the event assistance and/or support was received by another regional office. The LP-6 process was, in part, intended to alleviate this problem but has not. Until the ADP printouts are "cleanedup" there seems no dependable way to perform this calculation so as to account for payments prior to the case's opening in the current region.

RECOMMENDATION:

The notice of the debt reflect the actual beginning and ending dates represented by the period for which the debt was computed. If necessary, the notice could contain a disclaimer to the effect that the state may bring another action to recover monies derived from a different period. This would also require clearance though the Legal Division.

ANTICIPATED RESULTS:

- . More rapid debt computation;
- . Increased use of administrative process;
- . Regional office staff time savings;
- . Reduction of enforcement problems due to incomplete records.

G. OBSERVATION: Resource and Asset Location.

The regional offices all expressed concern that DOR possessed important information which they were unable to access. Most, for example, were not aware that the SPU retained photocopies of checks and money orders. These could be of use in locating assets of an obligor who ceases payment.

G. Resource and Asset Location. (Con't).

RECOMMENDATION:

That the Locate Unit develop a list of sources together with the method of making inquiry and disseminate it to the regional offices.

ANTICIPATED RESULTS:

- . Enhanced ability to locate resources;
- . Increased collections;
- . Enhanced cooperation between DOR components;
- . Staff time savings in the regional offices.

H. OBSERVATION: IV-A Training.

As has been pointed out in past reviews, some county IV-A workers do not seem to have a clear idea of IV-D's purpose or its needs. Essentially they seem to see it as a "necessary evil" which must be tolerated but upon which they have little impact.

RECOMMENDATION:

A series of training sessions be arranged through SRS using our "Introduction to Child Support" film strips and presentation together with a copy of the Non-AFDC explanation.

ANTICIPATED RESULTS:

- . Increased understanding of IV-D by the IV-A workers;
- . More cooperation between programs;
- . Improvement in IV-A referrals;
- . Possible identification of IV-D problems adversely affecting IV-A.

The purpose of this review was to identify the most appropriate method(s) for improving performance on a statewide basis through an analysis of the above areas of concentration. The observations noted are by no means unique to the two regional offices reviewed and all field staff are encouraged to comment on the recommendations submitted.

cc: Dennis Shober
Dave Waldron
Larry Racicot
Tom Steckler
Gary Peterson
Page Brown
Bill Kelsey
JoAnn Crabtree
Mike Garrity



STATE OF MONTANA

DEPARTMENT OF REVENUE

MITCHELL BUILDING

HELENA, MONTANA 59601

September 17, 1981

MEMORANDUM

TO: Raymond P. Linder, Bureau Chief

FROM: Barbara Booher, Assistant Bureau Chief

SUBJECT: Program Review of Great Falls Regional Office

The following observations and recommendations are derived from a joint review of the Great Falls Regional Office conducted August 3-5, 1981. The review team consisted of Gary Peterson and Page Brown of Denver Region VIII OCSE, and myself.

One of the major purposes of this review is to develop procedures for statewide use which, if implemented, would result in a better program and to determine whether existing state procedures are effective. Comments and suggested alternatives with respect to recommendations from staff in the field are not only welcome; they are an essential part of the review process.

We wish to thank the staff of the Great Falls Regional Unit for their participation and suggestions.

The following items represent areas in which improvements have been recommended. No serious compliance issues with respect to federal regulations exist. There are, however, some items which deal with incomplete adherence to state procedures that are noted.

GREAT FALLS REGIONAL OFFICE

A. OBSERVATION: IV-A/IV-D Interface

Child Support staff indicated that referrals from the IV-A agencies (county welfare offices) were often incomplete and not timely. This problem has also been noted at the state level in particular with respect to IV-A eligibility decisions which tend to conflict with the information provided on the turnaround document. (CR-1)

At the Regional Unit, staff time of at least one person-day per week is needed to review IV-A files to supplement information contained in the referral form.

RECOMMENDATION:

- . After logging the referral as to date received, in the event of insufficient information a new EA-32 could be sent to the AFDC client with instructions to complete it and return it to the child support agency within 30 days.
 - a. If the form is not returned within 30 days, the client could then be referred back to the county welfare office for a determination of non-cooperation and the case placed in the inactive IV-D files pending this decision.
 - b. If the form is returned, the information is reviewed and its priority level determined as usual.
- . Discontinue using IV-D staff time to review the actual AFDC files for purposes of supplementing information which should have been in the referral.

ANTICIPATED RESULTS:

- . Reduction of staff time spent "cleaning up" referrals for both child support and welfare office staff.
- . Probable increase in non-cooperation determination.
- . Fewer incoming cases would require work-up.

B. OBSERVATION: Case Prioritization

A limited case sample and interview with staff indicated that the system for assigning priorities to incoming cases was not being applied appropriately. The unit is not working incoming paternity cases where court action seemed indicated but was apparently attempting to work all others at some point.

RECOMMENDATION:

- . Adhere to the prioritization procedures outlined in the manual.
- . Work no new cases below the A-1 level until appropriate action has been taken on those cases which did not pay during the preceding month but did pay during the month before that.

Example: If payment is received in June but not in July, that case would be worked during the first week of August before action is taken on any August referrals (except those August referrals in the A-1 classification).

- . Payment ledger cards could be used to control the process described in above point.

ANTICIPATED RESULTS:

- . Increase in the number of paying cases per month.
- . Increase in collections per month.
- . Greater regularity of payments.
- . Increased ability, in the long run, to penetrate the caseload.

C. OBSERVATION: Major Employers

Many employers are reluctant to allow wage assignment to satisfy support obligations. This is not unusual.

RECOMMENDATION:

Identify the major employers in the region and begin an effort to encourage them to use wage assignments.

ANTICIPATED RESULTS:

- . Enhancement of efforts under Case Prioritization above.
- . Increased awareness and cooperation by employers.
- . Increased collections.

D. OBSERVATION: Computation of Public Assistance Amounts

Regional Unit staff was obtaining amounts of past assistance from county welfare offices. They indicated that this could sometimes be done by telephone except in Cascade County where they had to go to the welfare records to make the computations. The SRS warrant retrieval system was regarded as inaccurate by Regional Unit staff.

D. Computation of Public Assistance Amounts (Cont'd)

Amounts of past assistance granted were computed whether a court order existed or not.

RECOMMENDATION:

- . Use the warrant retrieval system to obtain public assistance amounts and cease going to the welfare offices for that computation.
- . Do not compute public assistance amounts for any case in which support order existed prior to the first referral to IV-D when issuing notices.

ANTICIPATED RESULTS:

- . Staff time savings.
- . Enhanced capability of the warrant retrieval system (recommendation above only).
- . Statewide consistency of procedures.
- . Elimination of LP-6 process.
- . Possible loss of recoveries for debts prior to 1-1-79 (real effect on recoveries is likely negligible).

E. OBSERVATION: Personnel Usage

A potential problem with assignment of tasks or functions was noted. This is a problem area for all regional units to a greater or lesser extent and is in part a result of newness of procedures and organization as well as staff shortages.

In Great Falls, for example, it was noted that the Administrative Assistant was responsible for assigning case priorities, arrearage computation, most location activities, and some, if not most, of the typing of administrative notices. Although all of these duties are permitted by the general job description, the assignment of this wide variety of functions to the same position creates a bottleneck at that point.

RECOMMENDATION:

- . Analyze the present functions and redistribute them among staff according to the lowest level able to handle them.

Example: If it is decided the Administrative Assistant is responsible primarily for case prioritization, then the location responsibility should be redistributed or vice-versa. Curtail typing at this position wherever possible and assign to a clerical level personnel.

- . In redistributing functions, emphasis should be given to keeping paying cases in A-1 status (see recommendation "B" above) with respect to functions performed by all staff. In other words, use the priority system to reduce staff time spent on non-productive cases for all staff in the office.
- . Analyze duties with the purpose of eliminating duplicative processes for the office as a whole as well as with respect to the individual position(s).

Example: As a general rule, once a case leaves a person or function it's not necessary for it to return without some activity having taken place at next function. Wherever this problem occurs, analyze the activity and redesign it so as to eliminate the need to handle a case or a record more than once by the same person.


ANTICIPATED RESULTS:

- . Same as "B" above.
- . Increased understanding of job by office personnel.
- . Enhanced use of clerical personnel.
- . Enhance consistency between regional units.

August 10, 1982

MEMORANDUM

TO: Ray Linder, Bureau Chief
Child Support Enforcement Bureau

FROM: Barb Booher, Assistant Bureau Chief 
Child Support Enforcement Bureau

RE: MONTANA PROJECT REVIEW

The following observations and recommendations were derived from a joint review of the Montana Project in the Child Support Enforcement Bureau Regional Offices conducted on the following dates:

- . 5/10/82 Great Falls
- . 5/12/82 Butte
- . 6/21/82 Billings
- . 6/23/82 Missoula

The review team consisted of Bob Nanto of Denver Region VIII OCSE, Patty Mott, Program Assistant, and myself.

The major purpose of this review was to examine case management time lapses, prioritization, delinquency control, division of duties and responsibilities and identification of differing Regional procedures that may lead to increased collections.

We wish to thank the staff of all offices visited for their participation and suggestions. Without their cooperation and attention, such a review would not have been possible or profitable.

CASE MANAGEMENT TIME LAPSES

All of the first three offices reviewed showed one to three day time lapses on high priority cases which is ideal and in many Priority 1 cases, action was initiated the same day the case was opened. Bob Nanto reported that these time frames were better than any of the other offices he had reviewed since the initiation of this type of case management system and commended the efficient implementation of the Project in these areas.

The last office reviewed had longer time lapses (one week to two months) between case opening and the first action pursued, which could be attributed to:

- . The implementation date of the Montana Project in this region was late January, 1982.
- . Priority 2 cases are filed after setup, and pulled as the need for work arises, rather than being assigned to a specific worker.
- . To form the core caseload, this office identified all Priority 2 cases in their caseload to begin enforcement action on, rather than those cases delinquent within the past 12 months, as the other offices did.

NOTE: Although the time lapses in the latter office were longer, this was not considered by the review team to be an unusual problem in the history of this type of case management system.

PRIORITIZATION

Case File Prioritization is done at varying position levels in the four Regional Offices--

- . Great Falls - Receptionist (work checked by Administrative Aide)
- . Butte - Regional Supervisor
- . Billings - Administrative Aide
- . Missoula - Receptionist

The Review Team suggested that whenever possible, the responsibility for prioritization should be placed at the receptionist level. Routine correspondence, primary location verification, and other initial intake procedures can be conducted simultaneously at this level rather than routing the case to various workers.

The actual prioritization criteria was applied correctly according to FMD CS201.2 in all offices, however, each office was at a different stage in the priority levels:

Great Falls - 4
Butte - 4
Billings - 3
Missoula - 2

DUTIES & RESPONSIBILITIES

(See attachments 1 a-f)

DELINQUENCY CONTROL

MONTHS	# OF	CONSECUTIVE MONTHS OF PAYMENT WITHOUT STOPPING			
		<u>GREAT FALLS</u>	<u>BUTTE</u>	<u>BILLINGS</u>	<u>MISSOULA</u>
1	19		18	13	14
2	8		7	4	11
3	9		4	8	3
4	3		2	3	2
5	2		0	4	2
6	0		2	1	1
7	1		0	0	0
8	1		4	2	3
9	2		0	1	2
10	0		0	0	2
11	0		7	0	0
12	5		6	4	9

Of 50 cases reviewed with 600 possible total payments in 1981, the following Percentages were obtained:

Great Falls	$\frac{430}{600}$	=	71%	(% kept in the system or brought back into the system).
Butte	$\frac{412}{600}$	=	69%	
Billings	$\frac{296}{600}$	=	49%	
Missoula	$\frac{380}{600}$	=	63%	

DELINQUENCY CONTROL (continued)

of payors dropping out of the system after first three months:

Great Falls	36	or	72%
Butte	29	or	58%
Billings	25	or	50%
Missoula	28	or	56%

of cases in which payments were made for 11 or 12 months:

Great Falls	5
Butte	13
Billings	4
Missoula	9

REGION	TOTAL ACTIVE PAY CARDS OR "CORE CASELOAD"	DELINQUENCIES FOR ONE MONTH PERIOD	% OF CASELOAD DROP- PING OUT & REQUIRING ENFORCEMENT ACTION
Great Falls	388	19	5%
Butte	257	39	15%
Billings	362	37	10%
Missoula	231*	22	9.5%

* this figure is deflated as it represents total payors for month reviewed, rather than active paycards. This region was pulling pay cards after one month of delinquency, rather than three months. Therefore, actual percentage is probably lower.

REGION	# AFDC CASES IN JANUARY	# PAYORS IN FEBRUARY	PENETRATION %
Great Falls	947	165	17%
Butte	1,129	197	17%
Billings	836	125	15%
Missoula	1,123	104	9%

REGIONAL PROCEDURES

GREAT FALLS

The Great Falls office uses NOTICE OF LEVY extensively and releases the notice only when a wage assignment or a lump sum settlement is received. A form letter is sent with the notice explaining procedure to employer. (See attachment # 2).

Address verifications are done on everything requiring sheriff's service.

The Court Docket is checked every Wednesday for Divorcees scheduled for Thursday. The Obligor is contacted at that time and encouraged to return with the investigator to the office to sign a stipulation.

GREAT FALLS REGIONAL PROCEDURES (continued)

Form letters were sent to real estate agencies, title companies, and financial institutions, alerting them to our WARRANT FOR DISTRRAINT. (See attachment # 3).

The Regional Supervisor has been giving talks to various credit associations explaining the Child Support Enforcement Bureau and it's procedures.

A form letter was sent to the Operations Officer in Regional Banks to obtain asset information on accounts. (See attachment # 4).

Great Falls focuses heavily on military garnishments as compared to the other Regional Child Support Offices, due to the location of the Malstrom Airforce Base.

Great Falls office developed a checklist of Paternity procedures to accommodate chain of evidence problems. (See attachment # 5).

BUTTE

When preparing the DELINQUENCY LIST a "Reminder" is included on those cases which are three (3) months delinquent and will be inactivated that month.

Butte sent their investigator to another region to review enforcement techniques.

This office is planning to utilize the attorney form the Legal Bureau more frequently.

BILLINGS

This office plans to use the SRS microfische for grant accounting purposes. (See attachment # 6).

Also under consideration, is utilizing their attorney for responding URESA's in the County Attorney's office part-time and for all self employed obligors.

Presently working with the Locate Unit Supervisor to establish a relationship with the Montana Dakota Utilities.

The procedure of preparing ledger cards before the notices were issued was changed, as it inflated the Delinquency List.

Administrative Assistant is providing direct court testimony as "keeper of the records" for payments received and amount owed.

MISSOULA

Using the Uniform Commercial Code (See attachment # 7) for obligors who will stipulate to using property for collateral thus eliminating the need for a slush fund.

The Administrative Assistant attended a Collections Workshop through the University of Montana. (See desk top telephone collectors)

MISSOULA REGIONAL PROCEDURES continued

Attorney is researching use of the telephone hearings. (See attachment #8).

The Administrative Assistant signs "out of county" Administrative Notices as well as in county, since an investigator in another region would be responsible for the hearing.

GENERAL PROBLEMS & SUGGESTIONS

OBSERVATION

- . Late referrals from the Department of Public Welfare is still a problem in Great Falls and also late CR-1's cause distribution problems.

SUGGESTION

- . CSEB Chief could examine problems with the Department of Public Welfare Director and discuss possible alternatives to current procedures.
- . The Support Payments Manager may be able to determine which cases should have been terminated that were not and provide that information to county commissioners.

OBSERVATION

- . The Form CS-501, Delinquency List, does not provide enough space for comments and the column for Stipulations is not used.

SUGGESTION

- . Revise format.

OBSERVATION

- . Workermens' Compensation statute states that we can not attach payment, however we can attach the interest.

SUGGESTION

- . Research by attorney on alternatives possibly requiring legislation.

OBSERVATION

- . Crediting problems are created when collections are posted in county in which the obligee resides , rather than in the region doing the enforcement work, as required by the Bradford system.

SUGGESTION

- . When new accounting system is obtained, credit region enforcing with the collection.
- . Consider distribution "FIFO" rather tan "LIFO" due to statute of limitation problems.

OBSERVATION

- . Some obligors have learned a new trick--terminate their parental rights which relinquishes the child for adoption and then they contend they are not required to pay child support.

GENERAL PROBLEMS & SUGGESTIONS (continued)

SUGGESTION

- . Research by attorney on alternatives when this situation occurs.

OBSERVATION

- . Confusion whether Montana is an IV-A or IV-D Recovery State.

SUGGESTION

- . To be clarified at next staff meeting.

SUGGESTIONS

- . Regional Supervisors exchange to review one another's offices in order to offer suggestions and gain new techniques.
- . Place two employees with the same job description together at training sessions rather than grouping people from the same location together.
- . Quarterly News Letter to be published by the Helena Central Staff.
- . The List of State Training available will be routed in the future.
- . A Traveling Trophy will be awarded to the Region with the highest collections (or similar goal) for the quarter.
- . CSEB Bureau Chief on local television for public relations.
- . A letter from the CSEB Bureau Chief could be directed to the ten largest employers within Montana explaining the Child Support Enforcement Program, Warrant for Detainment, Notice of Levy and Wage Assignments. This could be followed up with further contact if any of the above methods presented problems to that company.
- . A letter from the Regional Supervisors could be directed to the five largest employers in the respective counties within their regions explaining the same as above.
- . CSEB Bureau Chief could write an article for Credit Union Magazine or a bulletin explaining the above mentioned.
- . Helena Central Staff assist in placing cases on Federal Tax Offset in each Regional Office.
- . Retention of originals for Stipulations, Notice of Hearing, Pre-hearing Settlement Conference in the Helena Central File.
- . Standardize numbering system so that Notice Number, Warrant Number, Order Number, etc... all refer to the same case number.
- . Find out if an attorney must sign URESA's in Montana.
- . Begin competition for increased collections, writs, wage assignments, etc., between regions and staff within the office.

DUTIES & RESPONSIBILITIES	GREAT FALLS	BUTTE	BILLINGS	MISSOULA
RECEPTIONIST				
OPENING CASES				
• Intake	X	X	X	X
• Prioritization	X	No Prioritization	No Prioritization	X
• Requests information	X	X	X	X
• Closure letter to Clerk of Court	X	X	X	X
• Mom Letter	X	X	X	X
• Address & Employment verifications	X	X	X	X
• Count cases, maintain logs	X	X	X	X
• Card	X	X	X	X
MAIL DISPATCH				
• Incoming	X	X	X	X
• Outgoing	X	X	X	X
COMPUTER MAINTENANCE	# 1,2,3,4	# 1	No Computer Forms	Almost all Forms
RECEPTIONIST	X	X	X	X
PHONE ANSWERING	X	X	X	X
SUPPLY ORDERING	X	X	X	X
TIME CARDS	X	X	NA	X
TYPING	Limited	Types # 1 Notices, Writs and Warrants	All typing G-12&14	Types for G-14&Attor
RECEIPTS CASH	X	X	NA	NA
ALL COPYING & FILING	NA	X	X	NA
REQUESTS GRANT ACCOUNTINGS	NA	NA	X	NA

DUTIES & RESPONSIBILITIES	GREAT FALLS	BUTTE	BILLINGS	MISSOULA
ADMINISTRATIVE AIDE				
TYPING				
• Legal (Warrants, Writs & Notices)	50% X	Limited NA	60% X	X
URESA	X	X	NA	X
PRIORITIZATION	Checks Grade 5	NA	X	NA
COMPUTER FORMS	Completes for IRS cases	# 2 & 4	Completes all forms	Completes own & G-14
PREPARES				
• Ledger Cards	NA	NA	New Cards	Own case cards
• CS-25	X	NA	Some	Prepares own comput.
• Tax Offset	X	NA	X	NA
RECEIPTS MONEY	NA	NA	NA	X
NOTARY	NA	NA	X	NA
LOCATION ASSET/ADDRESS	NA	40%	Address & Employ. Verifications	50%
PATERNITY # 5	NA	X	NA	NA

DUTIES & RESPONSIBILITIES	GREAT FALLS	BUTTE	BILLINGS	MISSOULA
ADMINISTRATIVE ASSISTANT				
COLLECTION REPORT				
• Posting	X	X	X	X
• Delinquency List	X	X	X	X
• CR-1	X	X	X	X
ADMINISTRATIVE PROCESS #3	X	X	X	X
• Own Typing	X	X	X	X
• Pre-Hearing Settlement Conference	NA	X	X	X
QUARTERLY REPORTS	X	X	X	X
SUBROGATIONS, UPDATING FOR WARRANT FOR DISTRAINT	X	X	X	X
LOCATION	X	X	X	X
TRAINING CLERICAL EMPLOYEES	X	X	X	X
NOTARY	X	X	X	X
INVENTORY CONTROL	NA	X	NA	NA
TIME CARDS	NA	NA	X	NA

ATTACHMENT 1 d

DUTIES & RESPONSIBILITIES	GREAT FALLS	BUTTE	BILLINGS	MISSOULA
INVESTIGATOR				
ENFORCEMENT	A - P	A - L	A - M	Not assigned by alpha
URESA'S	X	NA	NA	Info not available
HEARINGS	X	X	X	X
COMPUTATIONS	X	X	X	Info not available
PATERNITY'S -- #5	NA	Some	NA	Info not available
LOCATION	X	NA	30-40%	Infor not available
NOTARY	X	X	NA	NA
INVENTORY CONTROL	X	NA	X	X

DUTIES & RESPONSIBILITIES	GREAT FALLS	BUTTE	BILLINGS	MISSOULA
REGIONAL SUPERVISORS				
ENFORCEMENT	Q-Z	M-Z	N-Z	Not assigned by alpha
MANAGEMENT-BUDGET	X	X	X	Info. not available
SUPERVISION	X	X	X	Info. not available
INVENTORY CONTROL	X	NA	X	NA
WARRANTS	X	X	X	Info. not available
PRIORITIZATION	NA	X	NA	NA
FIRST LETTER TO MOM	NA	X	NA	NA
HEARINGS	X	X	X	X
NOTARY	X	X	NA	NA

DUTIES & RESPONSIBILITIES	GREAT FALLS	BUTTE	BILLINGS	MISSOULA
ATTORNEYS				
ENFORCEMENT	45%	NA	X	X
ESTABLISHMENT	45%	NA	X	X
MISCELLANEOUS	10%	NA	X	X
HEARINGS	NA	NA	X	X
RESEARCH	NA	NA	NA	X
PREVENTIVE MEASURES	NA	NA	NA	X

DEPARTMENT OF REVENUE
INVESTIGATION DIVISION/CHILD SUPPORT ENFORCEMENT BUREAU



STATE OF MONTANA

1601 2nd Avenue No. #406
Great Falls, MT. 59401
Telephone 406 761-7675

April 27, 1982

Farmers Grain Exchange
701 1st
Havre, Montana 59501

ATT: Manager/Payroll

RE: John Doe

Dear Sir/Madam:

Enclosed are two forms you must, by law, honor. First the Warrant for Dstraint gives the Department of Revenue the power to seize property, and it establishes a lien and judgment. M.C.A. 40-5-241. Second, the Notice of Levy requires you, as the employer, to withhold 50% of the net earnings of each and every paycheck of the above referenced individual. M.C.A. 15-1-706. Those funds can only be released when the sheriff serves a Writ of Execution to take possession of the funds, or the Department of Revenue notifies you in writing that the Levy can be released. After a Writ of Execution is issued for the release of the funds, the Levy process continues. Failure to comply with these instructions could result in your being 100% liable for the value of the support debt. M.C.A. 40-5-242.

The Department of Revenue will monitor withholdings and payments. Your employment will be contacted within four weeks for a status report on this Levy process.

If I may be of any assistance in this matter, please feel free to contact me at the number listed above.

Sincerely,



STATE OF MONTANA ATTACHMENT #3

DEPARTMENT OF REVENUE INVESTIGATION DIVISION CHILD SUPPORT ENFORCEMENT BUREAU

TO: All Real Estate Brokers and Salesmen
All Lending institutions

FROM: Montana Department of Revenue
Child Support Enforcement Bureau

DATE: February 5, 1982

RE: Liens resulting from non-support

Enclosed please find a Memorandum on Warrants of Distrainment. The Department of Revenue is the State Agency charged with the responsibility of collecting child support from absent parents whose children are being supported by public assistance. Some of these parents occasionally buy or sell real property. The Department would be grateful for your assistance in identifying real property transfers involving such parents, and in encouraging them to make arrangements to discharge their child support responsibility.

If a child support obligation has been established by a Court of Law, as in a Decree of Divorce for example, failure to pay according to the schedule set by the Court results in an arrearage which becomes a Judgement Lien on all property owned or subsequently acquired by the non-supporting parent in each county in which the Decree or transcript of it is filed. If no Court-ordered obligation exists, the absent parent whose children are supported by public assistance accrues a statutory debt for the amount of public assistance paid. This debt can be reduced to a Judgement Lien by the Department of Revenue in it's administrative procedure which results in the Warrant for Distrainment.

Support debts or arrearages should be considered in determining a real estate purchaser's ability to pay. Judgement Liens should be discharged before real property changes hands.

If you have any questions, comments or information on real property transfers involving absent parents who owe child support arrearages, please contact:

Department of Revenue
Child Support Enforcement Bureau
1601 Second Avenue North, #406
Great Falls, Montana 59401
Phone (406) 761-7675



STATE OF MONTANA

DEPARTMENT OF REVENUE

INVESTIGATION DIVISION

CHILD SUPPORT ENFORCEMENT BUREAU

M E M O R A N D U M

TO: All Title Companies and Title Abstractors doing business in the State of Montana

FROM: Montana Department of Revenue
Child Support Enforcement Bureau

DATE: October 6, 1981

RE: Warrants of Distrainment

Please take notice that pursuant to its authority for Administrative Enforcement of Support for Dependent Children under Title 40, Chapter 5, Part 2 MCA (1979), the Montana Department of Revenue has the power to issue administrative Warrants of Distrainment upon the real property and chattels real of any person determined in administrative proceedings to owe a debt, for child support under the laws of Montana. Such warrants are docketed in the judgment docket of the District Court of the County in which the property is located. A warrant so docketed becomes a lien upon the title of such property for the amount of the warrant. The lien has the same preference as a tax lien.
REFERENCE: Section 40-5-241 MCA 1979.

In the past, the Department Of Revenue filed warrants of distrainment with the Clerks of the District Courts only. Some of the encumbered property has changed hands without discharge of the lien. Many title abstractors, sureties, and purchasers are apparently unaware of these liens. Because the liens are enforceable against subsequent owners of the property, it is important that they be recognized and satisfied before title is transferred.

In the future, the Department will endeavor to file a copy of each warrant of distrainment with the Clerk and Recorder of the County in which the property is located, in the same manner of other liens.

Please be aware, however, that such liens exist in the District Court judgment dockets, and may not appear in the usual places liens are found. A Warrant of Distrainment can exist in any instance where the property owner is divorced, separated, or has been adjudged the father of a child born out of wedlock. In most cases, there is an Assignment of Support Rights to the Department of Social and Rehabilitation Services of the State of Montana on file with the Clerk of the District Court in the County where divorce, separation or paternity action took place. If the landowner is paying child support through the Clerk of Court, the Assignment will be noted in the child support records.

Your cooperation in the enforcement of liens based upon administrative warrants of distrainment is appreciated. Please direct any questions regarding this memorandum to the Child Support Enforcement Bureau office in your area.

State of Montana
Department of Revenue
Child Support Enforcement Bureau
Plaza West, Suite 135
1537 Avenue D
Billings, MT 59102
Telephone: 259-2239

State of Montana
Department of Revenue
Child Support Enforcement Bureau
East Mall, Executive Village
523 E. Front Street
Butte, MT 59701
Telephone: 723-5409

State of Montana
Department of Revenue
Child Support Enforcement Bureau
1601 2nd Avenue North, Room 406
Great Falls, MT 59401
Telephone: 761-7675

State of Montana
Department of Revenue
Child Support Enforcement Bureau
Helena Satellite Office
P.O. Box 5955
Helena, MT 59604
Telephone: 449-3890

State of Montana
Department of Revenue
Child Support Enforcement Bureau
Miles City Satellite Office
P.O. Box 790
Federal Building, Room 210 & 211
Miles City, MT 59301
Telephone: 232-6027

State of Montana
Department of Revenue
Child Support Enforcement Bureau
1921 Oxford
Missoula, MT 59801
Telephone: 721-1541



STATE OF MONTANA

ATTACHMENT #4

DEPARTMENT OF REVENUE

INVESTIGATION DIVISION

CHILD SUPPORT ENFORCEMENT BUREAU

1601 2nd Avenue North
Great Falls, Montana 59401
Telephone 406 761-7675

TO: _____

RE: _____
SS# _____

Dear _____:

The Department of Revenue of the State of Montana, Child Support Enforcement Bureau is the agency designated pursuant to Public Law 93-647 to collect delinquent child support payments owed recipients of public assistance (Section 40-5-202 MCA) and persons not recipients of public assistance who apply for aid in enforcing child support obligations, (Section 40-5-203 MCA). In order to carry out this duty, the Department must seek and discover assets of persons owing child support obligations. This letter is to introduce _____, _____, and request your assistance in obtaining the following information concerning the above-referenced individual:

Section 40-5-202 (10) empowers the Director and representatives of the Department of Revenue to administer oaths to certify official acts, issue subpoenas, and to compel witnesses as well as the production of books, accounts, documents and evidence. In order to effectuate collection of child support, the Director may request all state, county and city agencies to supply all information available relative to the location, income and property of parents who have abandoned, deserted or are failing to support children receiving public assistance. Those agencies, their officers and employees must cooperate (Section 40-5-206 (2) MCA).

Records of the Department relating to the enforcement of child support are confidential, pursuant to Section 40-5-206 (3) MCA. Confidential Communications to public officers are privileged under Section 26-1-810 MCA and Rule 502, Montana Rules of Evidence.

Thank-you for your cooperation in providing the information requested above. Your assistance in allowing the Department to fulfill the obligations imposed by law is greatly appreciated.

Sincerely,

Staff Attorney

DEPARTMENT OF REVENUE



TED SCHWINDEN GOVERNOR

MITCHELL BUILDING

STATE OF MONTANA

HELENA MONTANA 59620

August 9, 1982

MEMORANDUM

TO: All Regional Personnel

FROM: Melanie M. Walburn
Supervisor - Locate Unit

RE: Explanations of Codes Used in the R202 SRS Alpha Directories
Listed by Client's Last Name

Attached you will find a sample R202 Alpha Directory similar to the micro fiche that you have just received in the mail. You will also find explanations of the codes that the Department of Social and Rehabilitation Services has used in compiling these micro fiche. If you have any problems interpreting or understanding these micro fiche, or if you would like listings not included in the ones you have received (i.e. by client ID, etc) please let me know.

Melanie Walburn

Sample

* WORK IT AND FOR BATCH NUMBERS NOT INCLUDED *

MONTANA DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES-DIVISION OF ECONOMIC ASSISTANCE

PERCENT P202 . CLIENT DIRECTORY - ALPHABETIC BY CLIENT LAST NAME

D O S	CO FIN RESP	TOTAL CLIENTS	CHECK: AWT	F B W A E I W N N
-------	-------------	---------------	------------	-------------------

[illegible]

F	27JUN78
M	14MAY80
N	06FEB75
F	11FEB21
F	31DEC73
F	26FEB75
F	14MAR53
M	31JUL54
M	27JUL79
F	3SAFR05
M	C1CQ-77
F	03ACV77
F	23DEC11
F	13AFR58
M	26AFR78
M	25APR79
F	12AFR75

n	β	γ
32	07	
07		

N	Y	Y_1
U_j		$U_j \in C_j$

$\leftarrow \textcircled{a}$
 $\leftarrow \textcircled{b}$
 $\leftarrow \textcircled{c}$
 $\leftarrow \textcircled{d}$
 $\leftarrow \textcircled{e}$
 $\leftarrow \textcircled{f}$
 $\leftarrow \textcircled{g}$
 $\leftarrow \textcircled{h}$
 $\leftarrow \textcircled{i}$
 $\leftarrow \textcircled{j}$
 $\leftarrow \textcircled{k}$
 $\leftarrow \textcircled{l}$
 $\leftarrow \textcircled{m}$
 $\leftarrow \textcircled{n}$
 $\leftarrow \textcircled{o}$
 $\leftarrow \textcircled{p}$
 $\leftarrow \textcircled{q}$
 $\leftarrow \textcircled{r}$
 $\leftarrow \textcircled{s}$
 $\leftarrow \textcircled{t}$
 $\leftarrow \textcircled{u}$
 $\leftarrow \textcircled{v}$
 $\leftarrow \textcircled{w}$
 $\leftarrow \textcircled{x}$
 $\leftarrow \textcircled{y}$
 $\leftarrow \textcircled{z}$

COLUMN A - COUNTY CODES

01	Beaverhead	30	Meagher
02	Big Horn	31	Mineral
03	Blaine	32	Missoula
04	Broadwater	33	Musselshell
05	Carbon	34	Park
06	Carter	35	Petroleum
07	Cascade	36	Phillips
08	Choteau	37	Pondera
09	Custer	38	Powder River
10	Daniels	39	Powell
11	Dawson	40	Prairie
12	Deer Lodge	41	Ravalli
13	Fallon	42	Richland
14	Fergus	43	Roosevelt
15	Flathead	44	Rosebud
16	Gallatin	45	Sanders
17	Gartfield	46	Sheridan
18	Glacier	47	Silver Bow
19	Golden Valley	48	Stillwater
20	Granite	49	Sweet Grass
21	Hill	50	Teton
22	Jefferson	51	Toole
23	Judith Basin	52	Treasure
24	Lake	53	Valley
25	Lewis and Clark	54	Wheatland
26	Liberty	55	Wibaux
27	Lincoln	56	Yellowstone
28	Madison		
29	McCone		

COLUMN B - TYPE OF ASSISTANCE

F-- Financial
M-- Medical
FM-- Financial/Medical

COLUMN C - CATEGORY

F- Family
D- Disabled
A- Aged
B- Blind

COLUMN D - CASE NUMBER

Self-explanatory

COLUMN E - SIG-REL

STATUS IN GRANT RELATIONSHIP OF PAYEE
TO THE ADDITIONAL

PI- Parent Included
PN- Parent Not Included
P-- Parent
GP-- Grandparent
S-- Spouse
U-- Uncle or Aunt
B-- Brother
C-- First Cousin
S-- Sister
SP-- Step Parent
N-- Niece or Nephew
SB-- Step Brother or
Step Sister

COLUMN F - CLIENT ID

Self-explanatory

COLUMN G - CLIENT NAME

Self-explanatory

COLUMN H - ACTION

A - Application Pending
D - Denied
O - Opened
R - Reinstated
Z - Closed

COLUMNS I THROUGH R ARE EITHER SELF
EXPLANATORY OR NOT NEEDED FOR OUR
PURPOSES.

STATE OF MONTANA
UNIFORM COMMERCIAL CODE—FORM UCC-3
STATEMENTS OF CONTINUATION, ASSIGNMENT, PARTIAL RELEASE, TERMINATION, ETC.

INSTRUCTIONS:

- Please **TYPE** this form.
- Remove Secured Party and Debtor copies and submit remaining set of three copies to filing officer with filing fee.
- The filing officer will return third copy of the set as acknowledgment.
- If the space provided for any item(s) is inadequate the item(s) should be continued on additional sheets, preferably 5 x 8" or 8 x 10". Only one copy of such additional sheets need be provided with a set of three copies of this form.
- Submit set of three copies to filing office with \$2.00 for standard size filing (5 x 8"). When filing with Secretary of State, if larger than 5 x 8" (including attachments), non-standard fee of \$5.00 applies.

This Statement is presented to a filing officer for filing pursuant to the Uniform Commercial Code.

Maturity Date (if any)

Debtor(s) (Last Name first) and mailing address

Secured Party(ies) Name and address

for filing officer (Date, Time, Number
and Filing office)

SOCIAL SECURITY NO.

This STATEMENT refers to Original Financing Statement File No.

Date Filed

CONTINUATION ☐

The Original Financing Statement between the Secured Party and Debtor, bearing the File No. shown above is still effective.

ASSIGNMENT ☐

The Secured Party states that the Secured Party has assigned to the Assignee whose name and address is shown below, Secured Party's rights under the Financing Statement bearing the File No. and filed on the date shown above in the collateral listed below.

PARTIAL RELEASE ☐

The Secured Party releases the collateral described below from the collateral described in the Financing Statement bearing the File No. shown above.

OTHER ☐

☐ **TERMINATION** This statement of Termination of financing is presented to a filing officer for filing pursuant to the Uniform Commercial Code. The Secured Party certifies that the Secured Party no longer claims a security interest under the Financing Statement bearing the File Number shown above. (Filing Fee \$2.00)

Dated _____ 19__

By _____
(Signature of Secured Party)

(1) Filing Officer Copy—Alphabetical.

STATE OF MONTANA
EMPLOYMENT SECURITY DIVISION
APPEALS SECTION
P.O. BOX 1728, HELENA, MONTANA 59601
TELEPHONE NO. (406) 449-3022

NOTICE OF TELEPHONE HEARING

SSN: _____ Case No.: _____

IN THE MATTER OF:

CLAIMANT

EMPLOYER

Telephone: _____

Telephone: _____

THIS CASE IS BEING SCHEDULED FOR HEARING ON _____

at _____ a.m.p.m. Telephone hearings are scheduled to expedite resolution. The Referee will call the interested parties at the telephone numbers listed above. PLEASE BE AVAILABLE.

ISSUE: _____

In the event you fail to answer your telephone, the case will be heard in your absence, and the decision will be rendered on the evidence available.

The hearing will not be postponed except in cases of emergency and you must notify the Appeals Referee immediately if you cannot be present or desire a postponement.

Although you are not testifying in person, you are subject to the perjury law of the liable state.

Enclosed are copies of documents from the claim file which have been marked as exhibits. Should you wish to include any additional documents, please mail them immediately to the Referee.

PLEASE SEE THE REVERSE OF THIS FORM FOR
INSTRUCTIONS AND RIGHTS IN THIS MATTER.

Date Mailed _____

J. ROBERT CHILTON
Chief of Appeals

TELEPHONE HEARING INSTRUCTIONS

A telephone hearing has been scheduled because distance and other reasons make it impossible for all parties to attend at the same location. The Referee will hear all testimony. The parties will have an opportunity to cross-examine, and each party will be afforded the right to present rebuttal testimony. The hearing will be conducted via speakerphone and will be recorded, thus the necessity of speaking clearly directly into the telephone. There should be no background noise or other interference in the room from which you will be talking. Should the Referee lose contact with you, hang up your telephone immediately, and the Referee will re-establish the connection.

In order to protect your rights, you must answer the telephone number listed on the notice of hearing at the designated time. It is your responsibility to have any witnesses present with you when you are called. If your witnesses cannot be with you, notify the Referee prior to or at the time of the hearing of the telephone number where they may be called. If you desire that subpoenas be issued, notify the Referee at the earliest possible date of the name and address of the party or parties to be subpoenaed.

You are not required to be represented by an attorney, although you may have one if you so desire. If you are to be represented, it is your responsibility to pay any fee charged for such representation.

APPENDIX III.

PROPOSED SYSTEM DESCRIPTION

Prioritization Flow Charts and
Instructions

Supercedes: CS 201.2 (6/15/81)
CS 201.4 (12/1/80)
CS 201.5 (12/1/80)

CS 201.2

Department of Revenue

SECTION

CASE STATUS

SUBJECT

Identifying and Prioritizing
Case Status

CHILD SUPPORT ENFORCEMENT

Summary:

Cases are categorized according to the ABSENT PARENT characteristics. The following criteria are provided in descending order of priority.

CRITERIA:

ACTIVE STATUS--A case is placed in an active status when one or more of the following criteria exists:

1. PAYING

- . Support obligation/order is established.
- . Absent parent is currently paying child support and arrangements need to be made to have payments sent to the child support office.

* Case requires MONITORING ACTION.

2. ORDER

- . Support obligation/order is established.
- . Absent parent is not paying child support.
- . Absent parent's address (location) is known and is in-state;

OR

Current employment, financial ability, or assets are evident.

* Case requires ENFORCEMENT ACTION.

3. NO ORDER

- . A support obligation/order does not exist.
- . Absent parent is not paying child support.
- . Absent parent's address (location) is known and is in-state;

OR

Current employment is known.

* Case requires ADMINISTRATIVE PROCEDURE.

SECTION

CASE STATUS

SUBJECT

Identifying and Prioritizing
Case StatusCRITERIA
(cont.):4. ORDER, OUT OF STATE

- . A support obligation/order does exist.
- . Absent parent is not paying child support.
- . Absent parent's address (location) is known and is out-of-state.

* Case requires OUT-OF-STATE ENFORCEMENT ACTION.

5. PATERNITY (Stipulation Only)

- . Paternity is not established and voluntary acknowledgment is possible.
- . Absent parent is not paying child support.
- . Absent parent's address (location) is known and is in-state.

* Case requires VOLUNTARY ACKNOWLEDGMENT OF PATERNITY.

INACTIVE STATUS--A case is placed in an inactive status when one or more of the following criteria exists:

6. SUSPENSE (Six months or less)

- . Absent parent is not paying child support.
- . Current employment, financial ability, or assets are not evident.

Examples: Absent parent is receiving public or general disability assistance; is unemployed and not receiving unemployment benefits; is incarcerated for a short term; is temporarily disabled and receiving no benefits.

* Case requires REVIEW for change in status to REPRIORITIZE.

7. ORDER, NOT LOCATED

- . Support obligation/order is established.
- . Absent parent is not paying child support.
- . Absent parent's address (location) is not known;

SECTION

CASE STATUS

SUBJECT

Identifying and Prioritizing
Case StatusCRITERIA
(cont.):7. ORDER, NOT LOCATED (cont.)

AND

Current employment, financial ability or
assets are unknown.

- * Case requires LOCATION ACTION.

8. NO ORDER, NOT LOCATED (or located out-of-state)

- . A support obligation/order is not established.
- . Absent parent is not paying child support.
- . Absent parent's address (location) is
unknown or is out-of-state.

- * Case requires ESTABLISHMENT OF A SUPPORT
OBLIGATION AND/OR LOCATION ACTION.

9. PATERNITY

- . Paternity is not established.
- . Absent parent is not paying child support.
- . Voluntary acknowledgment is not possible.

- * Case requires JUDICIAL ESTABLISHMENT OF
PATERNITY.

CLOSED STATUS--A case is placed in a closed status
when one or more of the following criteria exists:

- . The debt is paid in full.
- . The obligor is totally incapacitated without
benefits or financial assets.
- . The obligor is deceased with no estate.
- . Good cause for non-cooperation of client.
- . Statute of limitations on establishment of
paternity has expired.
- . The obligor is incarcerated for life with no
parole or assets.
- . The alleged father is deceased and paternity
has not been established.
- . All state and federal parent locates have
failed, no order, and no SSN.
- . The AFDC case has been closed at least two
years and there is no current ability to pay
and no SSN.

Department of Revenue

SECTION

CASE STATUS

SUBJECT

Case Flowcharts

CHILD SUPPORT ENFORCEMENT

OVERVIEW:

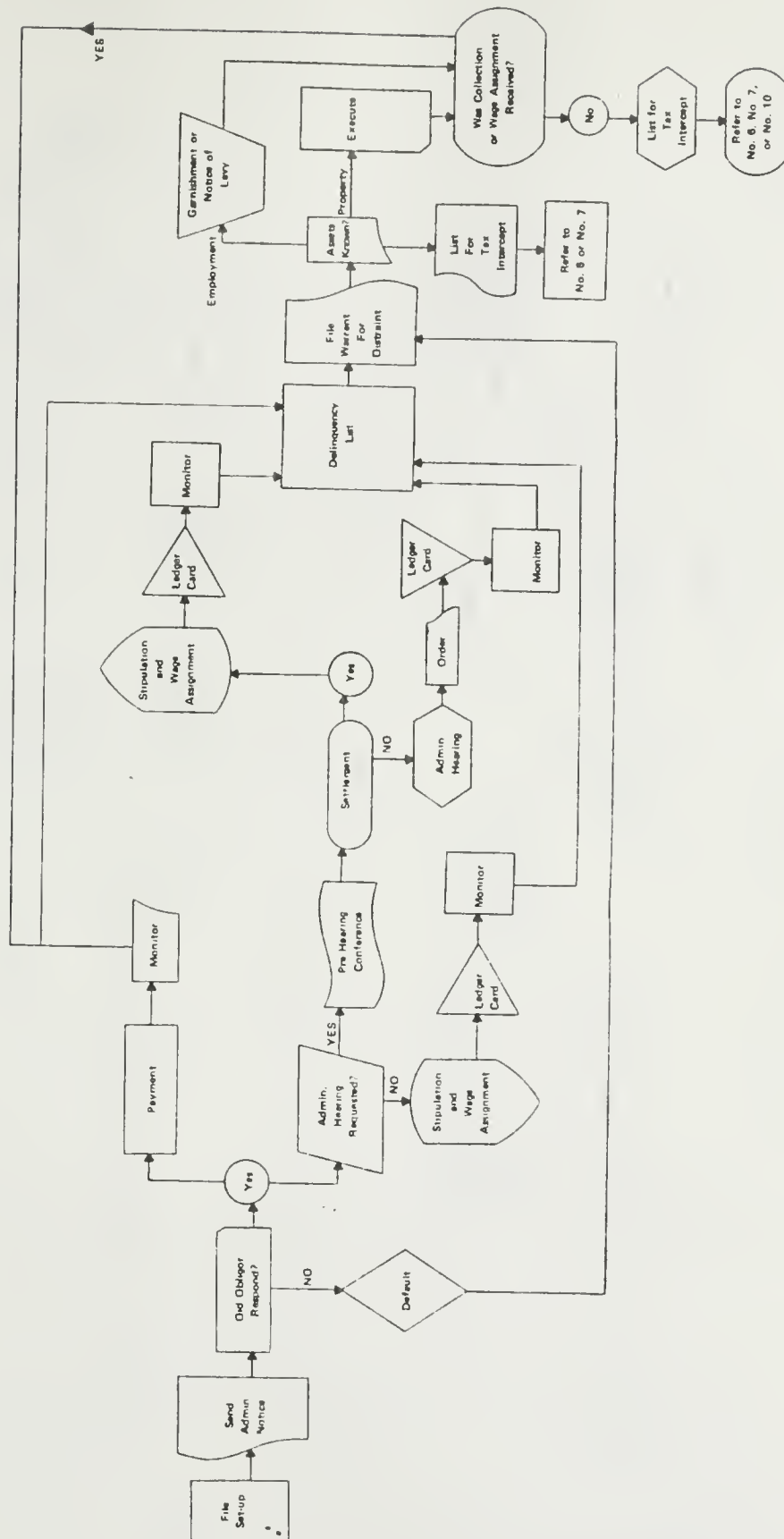
The following flowcharts illustrate general case processing procedures in each of the ten prioritization levels. The purpose is to provide examples of case management and assist in choosing between administrative and judicial enforcement techniques as well as offering a guide to efficient case development and successful collection.

SEE CHARTS - FOLLOWING PAGES

PRIORITY

CS 201.3

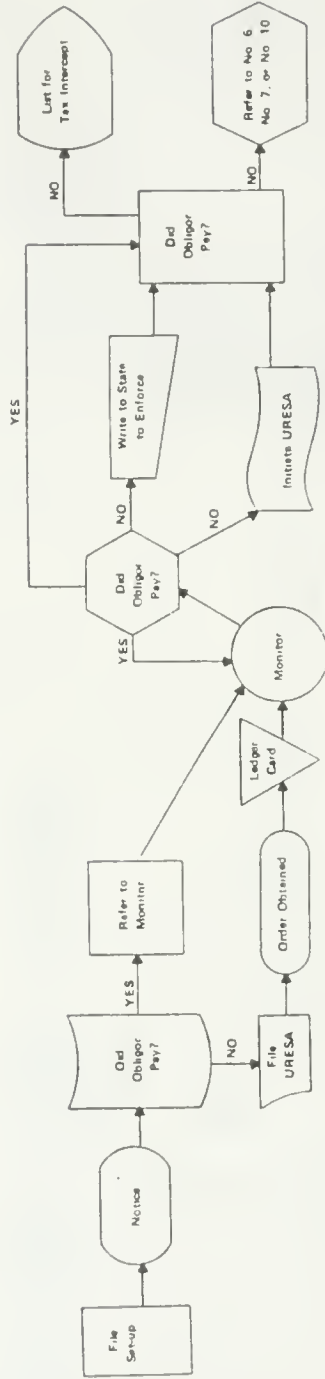
NO 3
NO ORDER LOCATED



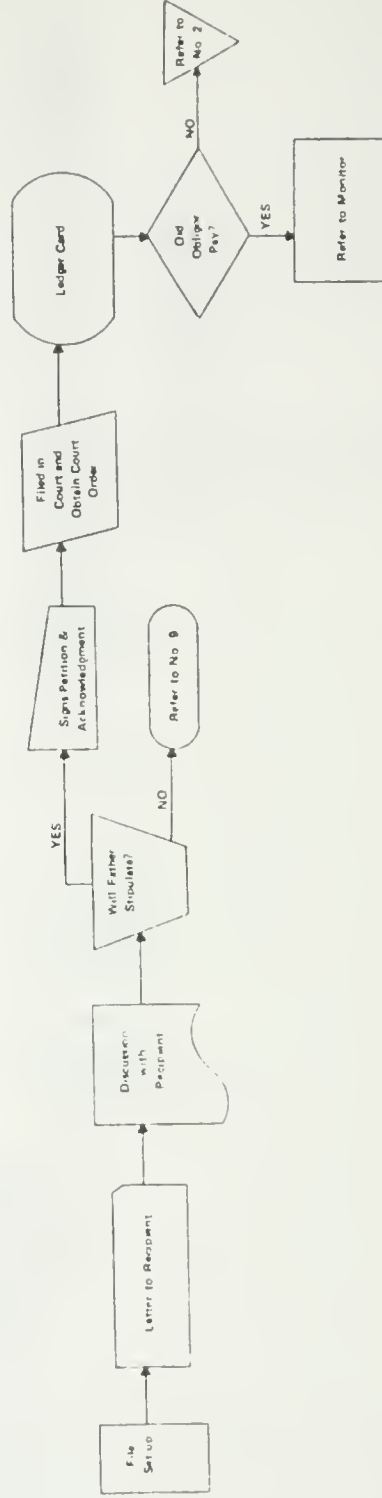
June 15, 1982

PRIORITY

NO. 4
ORDER OUT OF STATE
- LOCATED NOT PAYING

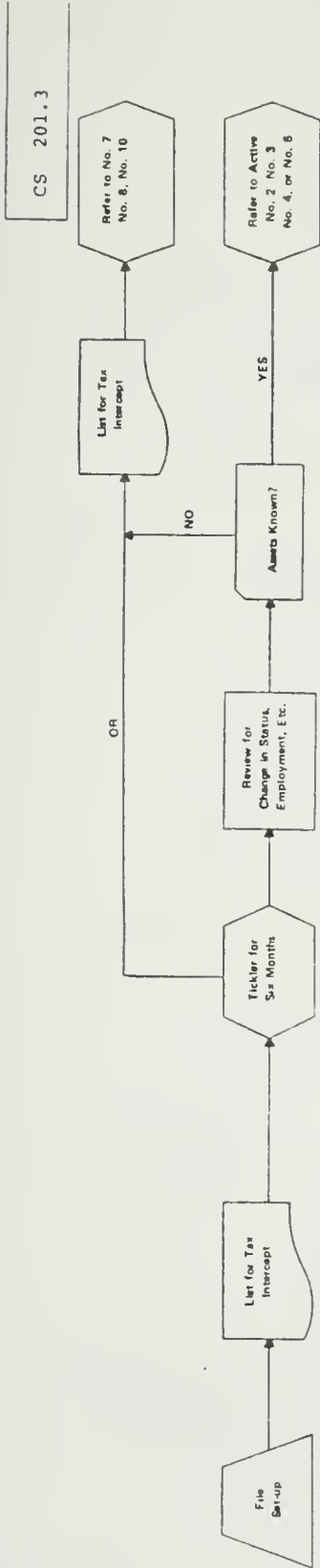


NO. 5
PATERNITY, STIPULATION
ONLY - LOCATED LOCAL

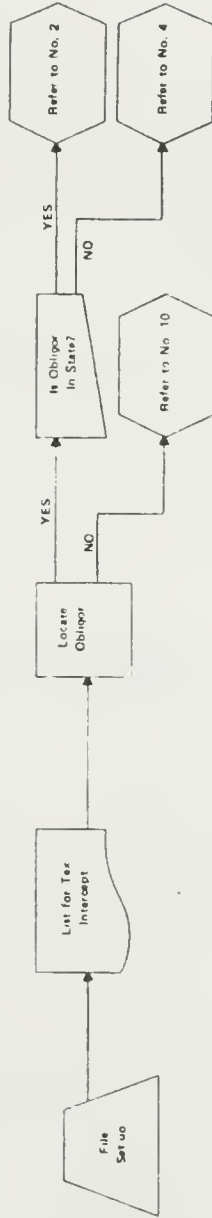


PRIORITY

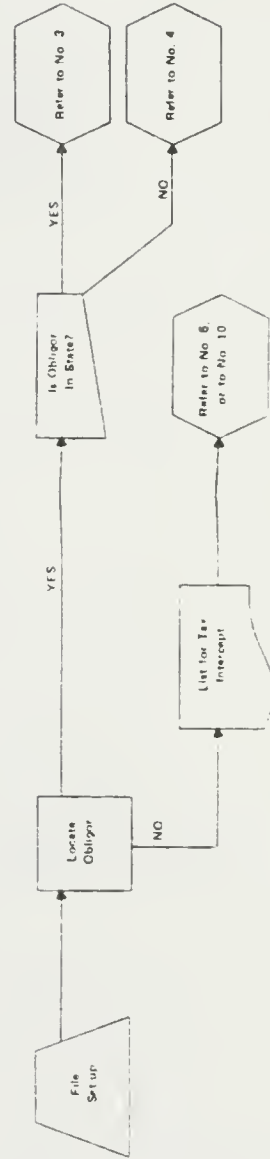
NO. 8
SUSPENSE
8 MONTHS OR LESS



NO. 7
ORDER NOT LOCATED

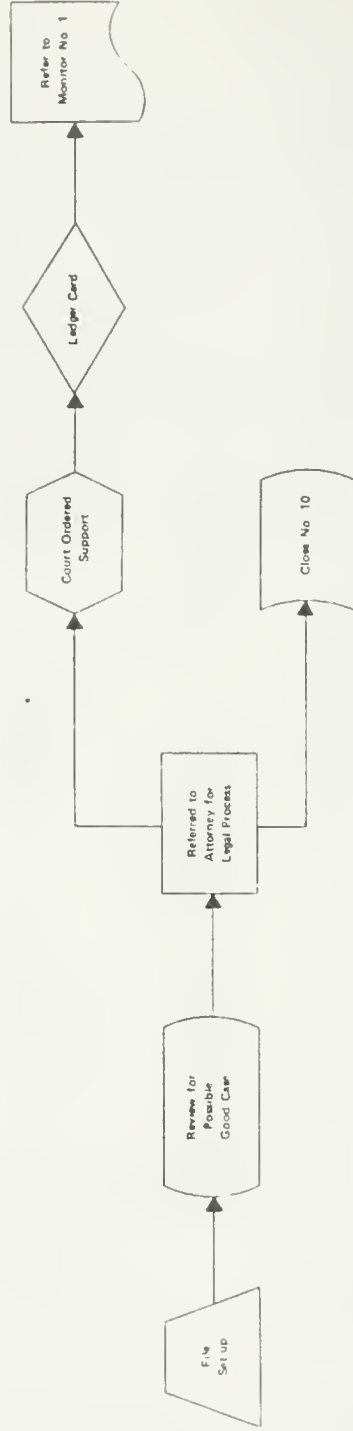


NO. 8
NO ORDER
NOT LOCATED OR LOCATED
OUT OF STATE

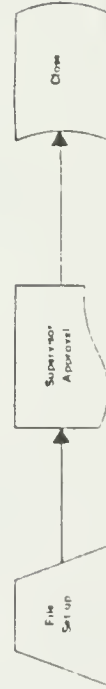


PRIORITY

NO 9
PATERNITY



NO 10
CLOSURE CASES



APPENDIX III.

PROPOSED SYSTEM DESCRIPTION

B. Location Activity (CICS Access)

The proposed system would provide direct inquiry capability of the following files via remote terminal rather than manual forms request (forms have been provided as examples in this appendices section).

1. Department of Labor & Industry
 - Employment Security Division
 - Worker's Compensation Division
2. Department of Institutions
 - Corrections Division
3. Department of Justice
 - Law Enforcement Teletype System
4. Department of Revenue
 - Income Tax Division
 - Child Support Enforcement Bureau

NOTE: The access to FPLS and Credit Bureaus would continue to be automated, however, responses and standard forms would be transmitted via terminal or printer rather than mail or telephone conversations.

07-100 THE INQUIRY UNIT

In order to accomplish any inquiry the operator must first understand the equipment to be used. The following chapter describes the I.B.M. 3270 unit; the screen, the special application keys, the keyboard and the printer.

07-110 THE SCREEN



ON/OFF SWITCH - Located to the left of the lower left-hand corner of the screen, pull to turn on, push to turn off. When the unit is warmed up and ready for processing a small - shaped light (cursor) will appear in the upper left-hand corner of the screen. This switch may also be turned to increase or decrease the intensity of lighted data on the screen.



CURSOR - A small dash-shaped green light indicating the location at which data entry may begin. As data is keyed on the screen, the cursor will move from character to character as each is keyed and from field to field as each is filled.



SYSTEM AVAILABLE/INPUT INHIBITED - Located in the middle of the screen on the right-hand edge. These two lights indicate whether the unit is available for processing through CICS to the computer. System Available, the top light, indicates processing may be done. Input Inhibited, the bottom light, indicates processing may not be done. When the units are first turned on and a cursor may be seen but there is no systems available light, push clear, then reset, this may produce a system available light and processing may begin.



UNIT IDENTIFICATION - Located in the middle of the unit at the top of the screen. Whenever difficulty with a particular unit is being reported this number must be used.

07-120

SPECIAL APPLICATION KEYS

CLEAR

CLEAR KEY - will clear the screen. The screen will be blank and the cursor will return to the upper left-hand corner of the screen. There are some instances when the clear key will not function. When inquiring on description maps to clear use PA2, and when using Alpha Search use ENTER.

ERASE
INPUT

ERASE INPUT KEY - is not applicable under DWC-MIS which is based on formatted screens, and should not be used, instead Erase EOF Key should be used.

ERASE
EOF

ERASE END OF FIELD KEY - will erase all remaining data in the field at which the cursor is positioned. This is a useful key when changing data in a long field such as name or commercial name in which the new data is shorter in length than the original data. The new data may be keyed, the EOF Key pushed and the remaining characters in that field will be erased. This key should always be used in lieu of the space bar for blanking out extra unwanted data.

TEST
REQ

TEST REQUIRED KEY - is not applicable and should not be used.



TAB KEY - will "tab" or jump the cursor to the right or forward to the next available field. If it is held down the cursor will continue to jump from field to field reading from left to right.

RESET

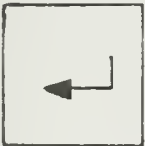
RESET KEY - enables the operator to return the keyboard to an active status or to systems available if, by mistake, the system is inhibited. If an input inhibited light appears due to other action than hitting the Enter Key or the DUP Key, the operator may attempt to "reset" the unit by pushing the Reset Key. If doing so does not produce a system available light in a reasonable length of time, the system may be "down" or not operational and a supervisor should be contacted.

07-120

CONTINUED



BACK TAB KEY - will "tab" or jump the cursor to the left or back to the beginning of the field previously available for processing.



NEW LINE KEY - will tab the cursor down to the first available field on the next line. If held down it will continue to jump or tab down fields on the left-hand side of the screen.



DUPLICATE OR PRINT KEY - transfers the data on the screen to the printer.



PA2 KEY - terminates access to description maps. If the terminal operator wishes to terminate access to a description map and begin access to another, the PA2 Key will terminate access and clear the screen.



INSERT MODE KEY - allows insertion of data in between other keyed data. It is useful when a letter or word is omitted from a name or address and the operator does not wish to rekey the entire field. Push RESET to deactivate Insert Mode once data is inserted where desired.



DELETE KEY - will delete entered data character by character at the position of the cursor.

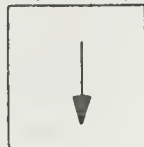
07-120

CONTINUED

CURSOR POSITIONING CONTROL KEYS



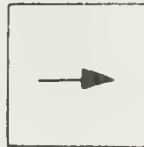
Positions The Cursor Up One Line



Positions The Cursor Down One Line



Positions The Cursor Back One Space



Positions The Cursor Forward One Space

These keys will position the cursor as indicated regardless of availability of field. They will move in the direction indicated as long as the key is held down. If the terminal operator uses these keys to position the cursor to an area not available for input and attempts to key data, the input inhibited light will appear. The operator must push the reset key, position the cursor at the beginning of an available field, and then enter data.

07-130

THE KEYBOARD

The keyboard is a standard typewriter keyboard. All characters are in caps, there are no lower case characters. The Shift Key is only to access the upper set special characters. The Back Space, Space Bar, Dash, and Underline are continuous if held down. The Back Space and Space Bar are registered by the computer as characters and as such they should NOT BE USED to position the cursor. The special tab keys or cursor positioning keys should be used for this purpose.

The only key with special usage is the * (Asterisk). This key must be used to erase unwanted data from a field that has been indicated for use in Alpha Search under fixed format.

DEPARTMENT OF LABOR AND INDUSTRY
EMPLOYMENT SECURITY DIVISION
COMPUTER FORM 7

CLAIMANT HISTORY FILE

A. Claim Information

Social Security Number	PIC	9(9)	
Last Name	PIC	X(15)	
Middle Name	PIC	X(1)	
First Name	PIC	X(15)	
Filler	PIC	X(1)	
Race	PIC	9(1)	
Filler	PIC	X(8)	
Veteran	PIC	9(1)	
Sex	PIC	9(1)	
Birth Year	PIC	9(2)	
Filler	PIC	X(2)	
Occur Count	PIC	9(2)	
Street	PIC	X(20)	
City	PIC	X(15)	
State	PIC	X(2)	
Zip Code	PIC	9(5)	Comp - 3
Filler	PIC	X(13)	

B. History Table occurs 1 to 12 times depending on occur-count.

File Date	PIC	9(6)	Comp - 3
Type Claim	PIC	9(7)	Comp - 3
Benefit Amount	PIC	9(3)	Comp - 3
Benefit Duration	PIC	9(2)	
Benefit Percent UI	PIC	9(3)	Comp - 3
Benefit Percent UCX	PIC	9(3)	Comp - 3
Benefit Percent FE	PIC	9(3)	Comp - 3
Benefit Percent PST	PIC	9(3)	Comp - 3
Benefit Percent PSE	PIC	9(3)	Comp - 3
Benefit Percent CWC1	PIC	9(3)	Comp - 3
State Code CWC1	PIC	9(2)	
Benefit Percent CWC2	PIC	9(3)	Comp - 3
State Code CWC2	PIC	9(2)	
Benefit Percent CWC3	PIC	9(3)	Comp - 3
State Code CWC3	PIC	9(2)	
Local Office	PIC	9(2)	
County State Code	PIC	9(3)	Comp - 3
Chargeable Employer	PIC	9(14)	Comp - 3
Occupation Code	PIC	9(3)	Comp - 3
Separation Code	PIC	9(2)	
Total Checks	PIC	9(2)	
Filler	PIC	X(2)	
Revision Date	PIC	9(6)	Comp - 3
Percent Liable	PIC	9(1)V9(4)	Comp - 3
Filler	PIC	X(8)	

BENEFIT HISTORY FILE

A. Benefit Information

Social Security Number	PIC	9(9)	Comp - 3
Occur Count	PIC	9(3)	Comp - 3

B. Benefit History Table occurs 1 to 125 times depending upon occur count.

File Date	PIC	9(6)	Comp - 3
Type Claim	PIC	9(7)	Comp - 3
Date Paid	PIC	9(6)	Comp - 3
Ending Week Date	PIC	9(6)	Comp - 3
Pay Number	PIC	9(2)	
Pay Type	PIC	X(2)	
Check Amount	PIC	9(5)V99	Comp - 3
Check Series	PIC	X(1)	
Check Number	PIC	9(6)	Comp - 3
Last Name	PIC	X(6)	
Earnings	PIC	9(4)V99	Comp - 3
Disqual Code	PIC	X(3)	
Void Code	PIC	X(1)	
Pension	PIC	9(4)V99	Comp - 3

WILLIAM.

UTICITY	SOC SEC NUM	NAME	TRADE TYPE	QTRZ YEAR	TOTAL OCCURRENCES FOR THIS RECORD	WAGE RECORD	WKS WKD	EMPLOYER NAME	ORIGINATING TERRITORY	RUN DATE	02/02 R2
					ACCOUNT NUMBER OR RECORD TYPE	TOTAL WAGES					
	1		1	4/80	91993 027 099336	2,067.25	13		FLAGS COUNTY		*
	2		1	4/80	91993 027 099336	2,473.81	13		FLAGS COUNTY		*
	3		1	2/80	91993 027 099336	2,161.26	10		FLAGS COUNTY		*

6153

ORIGINALING TERMINAL

RUN DATE 05/02/80

BENEFIT HISTORY FINI REQUEST

517

MIN 035 10.5

35 10.5

BENEFIT PAYMENT INQUIRY

REQUESTOR & FLOOR

SSN

51

CSW

1501

10
10
10

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43



STATE OF MONTANA
CHILD SUPPORT ENFORCEMENT BUREAU
DEPARTMENT OF REVENUE
P. O. BOX 5955
HELENA, MONTANA 59604

CS-300

WORKERS COMPENSATION INFORMATION REQUEST

SUBMITTAL DATA	CLAIMANT'S NAME LAST		FIRST	MIDDLE	SUFFIX	
	SOCIAL SECURITY NUMBER			DATE OF BIRTH		
	CLAIMANT'S ADDRESS HOUSE		STREET	CITY	STATE	
WORKER'S COMPENSATION RESPONSE	ACCIDENT NO.		CHECKED	FIRM NO.		LAST UPDATE
	CARRIER CODE		MAJOR IND.	COUNTY		STATE
	BIRTH		AGE	MS		SEX
	OCCUPATION		LENGTH EMPLOYMENT	EARNINGS		ACCIDENT TYPE
	SOURCE		NATURE	BODY		TYPE DISABILITY
	OSHA REC.		DT 37 / /	DT 39 / /		DT 54 / /
	DT COMPENSABLE		SAFETY INVES.	HAZARDOUS COND.		REHAB. REF.
	DATE OF FIRST COMP. PAY / /			DATE OF LAST COMP PAY / /		
COMPENSATION EXPERIENCE	NUMBER OF COMP. PAYMENTS			WEEKLY COMP. RATE \$		
	TEMPORARY AMOUNT \$			PARTIAL AMOUNT \$		
	PERMANENT AMOUNT \$			TOTAL COMP. PAID \$		
	COMP. PAID CURRENT YEAR \$			FATAL AMOUNT \$		
	COMP. PAID 1st PREVIOUS YEAR \$			SUBSEQUENT INSURANCE AMOUNT \$		
	LEGAL FEE AMOUNT \$			CLOSED DATE / /		
	REASON FOR CLOSURE:					
SIGNATURE			DATE REQUESTED		REGION	
SPLS	ADDITIONAL INFORMATION FROM SPLS					

STATE OF MONTANA
DEPARTMENT OF INSTITUTIONS
RESIDENT ACCOUNTS SYSTEM

*****RESIDENT***** NUMBER NAME	***** CHECKING	BALANCE 500-SEC.	D M Y V.A.	L Y S.S.I.	C U M E WAGES RETIRE.	***** OTHER	TOTAL *INCOME*	***** *DRAWLS*
A014 [REDACTED] GARY L	\$4.12CR	\$0.00	00	00	00	00	00	2.86
A014 [REDACTED] RICHARD M	\$1.26CR	\$0.00	00	00	00	00	00	3.05
A014 [REDACTED] ALAN H	\$1.03CR	\$0.00	00	00	00	67.10	67.10	23.07
A014 [REDACTED] DENNIS V	\$4.06CR	\$0.00	00	00	00	30.00	30.00	73.50
A014 [REDACTED] DARYL D	\$2.65CR	\$0.00	00	00	00	36.45	36.45	39.00
A014 [REDACTED] VERNAL G	\$6.56CR	\$0.00	00	00	00	70.00	70.00	64.33
A014 [REDACTED] CHARLES S	\$4.01CR	\$0.00	00	00	00	00	00	00
A014 [REDACTED] ARTIST J	\$2.49CR	\$0.00	00	00	00	614.92	614.92	344.62
A014 [REDACTED] PETER P	\$8.16CR	\$0.00	00	00	00	124.80	124.80	132.50
A014 [REDACTED] CURTIS	\$0.99CR	\$0.00	00	00	00	11.60	11.60	11.85
A014 [REDACTED] DAVE	\$5.37CR	\$0.00	00	00	00	578.12	578.12	609.30
A014 [REDACTED] LAWSON	\$275.67CR	\$0.00	00	00	00	20.00	20.00	23.65
A014 [REDACTED] RICHARD E	\$12.03CR	\$0.00	00	00	00	48.40	48.40	49.95
A014 [REDACTED] ENDRE P	\$4.33CR	\$0.00	00	00	00	34.10	34.10	100.30
A014 [REDACTED] JOSEPH L	\$0.88CR	\$0.00	00	00	00	135.35	135.35	50.09
A014 [REDACTED] DAVID A	\$117.24CR	\$0.00	00	00	00	23.10	23.10	28.23
A014 [REDACTED] FRANK A	\$85.06CR	\$0.00	00	00	00	46.40	46.40	52.71
A014 [REDACTED] DARYL L	\$4.18CR	\$0.00	00	00	00	12.70	12.70	0
A014 [REDACTED] LESLIE E	\$1.55CR	\$0.00	00	00	00	27.90	27.90	27.90
A014 [REDACTED] JOHN A	\$67.51CR	\$0.00	00	00	00	27.90	27.90	16.97
A014 [REDACTED] BALLACE T	\$11.31CR	\$0.00	00	00	00	43.10	43.10	80.46
A014 [REDACTED] DANIEL L	\$38.30CR	\$0.00	00	00	00	64.10	64.10	109.46
A014 [REDACTED] WILLIAM C	\$49.23CR	\$0.00	00	00	00	03.60	03.60	363.23
A014 [REDACTED] STANLEY	\$34.30CR	\$0.00	00	00	00	38.10	38.10	30.17
A014 [REDACTED] KERRY	\$55.71CR	\$0.00	00	00	00	421.50	421.50	149.22
A014 [REDACTED] PAUL	\$10.35CR	\$0.00	00	00	00	30.00	30.00	27.80
A014 [REDACTED]	\$256.36CR	\$0.00	00	00	00	00	00	00
A014 [REDACTED]	\$64.17CR	\$0.00	00	00	00	00	00	00
A014 [REDACTED]	\$72.10CR	\$0.00	00	00	00	00	00	00
A014 [REDACTED]	\$14.92CR	\$0.00	00	00	00	00	00	00
A014 [REDACTED]	\$141.20CR	\$0.00	00	00	00	00	00	00
A014 [REDACTED]	\$2.02CR	\$0.00	00	00	00	00	00	00
A014 [REDACTED]	\$5.00	\$0.00	00	00	00	00	00	00

STATE OF MONTANA
DEPARTMENT OF INSTITUTIONS
CORRECTIONS DIVISION

ACTION CODE

1st Admission
Change of Existing Data

ADMISSION FORM

Correction No. FBI No SS No
Name L = F = M =
Place of Birth Co City State Zip
Date of Birth mm dd yy Montana Resident Yes ☐ No ☐ No. of Years U.S. Citizen Yes ☐ No ☐
Prior Correction Experience
Adult Comm P & P Exp P & P Rev Escape Attd Carct
Ethnic Origin
Race Tribal No Tribal Affiliation
Marital Status No. of Dependents
Financial Source 1 2 3 Monthly Income Religion

MILITARY FORM

Branch Rank Yrs in Serv Type Discharge
Service Connected: Yes ☐ No ☐ Served in WW I ☐ WW II ☐ Korea ☐ Vietnam ☐ Other ☐

IDENTIFICATION FORM

Sex M/F Height Ft. Inches Weight Handed R ☐ L ☐
Physical Disabilities 1 2 3 Skin Tone Eye
Hair Color Build Scars & Marks 1 2 3 4
5 6 7 8
9 10 11 12

ADDRESS FORM

Residential Location Co. City State Zip
Mailing Address City State
Zip Phone

EMERGENCY CONTACT

Name L F M
Relationship Address Co City
State Zip Phone

EDUCATION FORM

Highest Grade Completed GEO Occupation Usual At Arrest
Employment Status at Time of Arrest

LEGAL FORM

Action 1 ☐ 1st Admission 2 ☐ Addition or Readmission 3 ☐ Correction of Existing Data
Sentence Pronounced Expiration Date Admission Date
Status Out of State or Federal Jurisdiction ☐ Y or N ☐ Detainers or Warrants ☐ Y or N ☐
Assistant Offender ☐ Y or N ☐ County of Sentence Sentence Effective
Judge Prosecutor Defense Attorney
Last Name Initials Last Name Initials Type
Offense Counts Docket No
Sentence to Run CS ☐ CN ☐ Convicted by G or J ☐ Jail Time Credit
Special Conditions Fine Restitution
Other 1 2 3 4 6 6
Prison Suspended
Probation Deferred



CODES

Marital Status

- | | |
|---------------|-------------|
| 0 = Single | 5 = Widow |
| 1 = Married | 8 = Other |
| 2 = Common | 9 = Unknown |
| 3 = Separated | |
| 4 = Divorced | |

Race

- | | |
|----------------------|--------------------|
| 1 = White | 5 = Black |
| 2 = Native American | 6 = Black Hispanic |
| 3 = Asian/Oriental | 7 = Other |
| 4 = Spanish American | |

Eye Color

- | | |
|-----------|-------------|
| 1 = Black | 6 = Hazel |
| 2 = Blue | 7 = Maroon |
| 3 = Brown | 8 = Pink |
| 4 = Gray | 9 = Unknown |
| 5 = Green | |

Build

- | | |
|---------------|-----------------|
| 1 = Slender | 5 = Stocky |
| 2 = Very Thin | 6 = Very Stocky |
| 3 = Medium | |
| 4 = Muscular | |

Employment Status

- | | |
|------------------------|---------------|
| 0 = Unemployed | 5 = Dependent |
| 1 = Employed part-time | 6 = Military |
| 2 = Employed full time | 7 = Retired |
| 3 = Student part time | 8 = Other |
| 4 = Student full time | |

Type Attorney

- | |
|---------------------|
| 1 = Appointed |
| 2 = Retained |
| 3 = Public Defender |

Military Service

- | | |
|------------------------------------|-----------------|
| 1 = Honorable | 6 = Bad Conduct |
| 2 = Dishonorable | 7 = Undesirable |
| 3 = Other than Honorable | 8 = Unknown |
| 4 = Medical Discharge | 9 = Other |
| 5 = General (honorable conditions) | |

Skin Tone

- | | |
|-----------------|------------------|
| 1 = Albino | 8 = Medium |
| 2 = Black | 9 = Medium Brown |
| 3 = Dark | 10 = Olive |
| 4 = Dark Brown | 11 = Ruddy |
| 5 = Fair | 12 = Sallow |
| 6 = Light | 13 = Yellow |
| 7 = Light Brown | |

Hair Color

- | | |
|------------|-------------|
| 1 = Bald | 6 = Red |
| 2 = Black | 7 = Sandy |
| 3 = Blonde | 8 = White |
| 4 = Brown | 9 = Unknown |
| 5 = Gray | |

Relationship

- | | |
|-------------------|------------|
| 1 = Grandparent | 6 = Child |
| 2 = Aunt or Uncle | 7 = Cousin |
| 3 = Parent | 8 = Inlaw |
| 4 = Sibling | 9 = Other |
| 5 = Spouse | |

Status of Commitment

- | |
|----------------------------------|
| 1 = Juvenile Institution |
| 2 = Aftercare - Direct |
| 3 = Aftercare - from Institution |
| 4 = D & E (45 day evaluation) |

NAME	DOB	STATUS	CRIMINAL RECORD	ADMISSION DATE	RELEASE DATE	REMARKS
STEVE		PROB				
CRIMINAL POSSESSION OF DANGEROUS DRUGS						
DONALD		PROB				
MACAAN						
CRIMINAL POSSESSION OF DANGEROUS DRUGS						
DOUGLAS		PROB				
G						
CRIMINAL POSSESSION OF DANGEROUS DRUGS						
JOSEPH		PROB				
CONNALD						
GURGLARY						
TERRY		PRISON				
LEE						
UNCLASSIFIED OFFENSE, OTHER STATE						
HURGLARY						
HUGER		PAR				
CAHL						
AGGRAVATED ASSAULT						
CLIFFORD		PRISON				
WILCO						
DURGLARY						
DARELL		PROB				
FNEAS						
HURGLARY						
JUDITH		PROB				
ANY						
ISSUING A BAD CHECK OVER 150						
MICHAEL		PROB				
ARTHUR						
MICHAEL		PAR				
DAVID						
POSSESSION OF DO BY YOUTH LET OFFENSE						
SALE OF DANGEROUS DRUGS						
FLORENT		PROB				
DAPTISTE						
PROBATION VIOLATION						
MCY		PROB				
SON ROPE						
HABITUAL TRAFFIC OFFENDER						
REDDY		PROB				
DEE						
AGGRAVATED ASSAULT						
JAMES		PROB				
A						
ISSUING A BAD CHECK						
PHILLIP		PROB				
WILCO						
BURGLARY						
JAMES		PROB				
K						
THEFT						
BURGLARY						
DENISE		PROB				
LYNN						
CRIMINAL POSSESSION OF DANGEROUS DRUGS						
BARRY		UNAUTH LV				
FORGERY						
SAMMY		PAR				
JAY						
FORGERY OVER \$150						
JEFFREY		PAR				
GEORGE						
ESCAPE						
GEORGE		UNAUTH LV				
MICHAEL						
BURGLARY						
MCMAULD		PRISON				
THEFT						
ROGER		PAR				
ESCAPE FROM PRISON USING FORCE						
ALLAN		PAR				
JULIUS						
FELONY POSSESSION OF DANGEROUS DRUGS						
DENNIS		UNAUTH LV				
Q						
THEFT OVER 150						

J107
DQ.MT0250300.MT.
TXT
NAM/[REDACTED],MELANIE MAE.DOB/091850.RAC/W.SEX/F

DEPARTMENT OF JUSTICE

250/10.20

J107
RQ.MT0250300.MT.
TXT
LIC/5-5376.LIY/82.LIT/PC.

250/10.22

DR.MTOLN0000.MT0250300.
TXT
POSSIBLE MATCH: NAM/[REDACTED],MELANIE,MAE
[REDACTED] MT
SEX/F. DOB/091850. HGT/505. WGT/165. EYE/GRN.
OLN/W500918. OLT/OPERATOR. EXP/091882
RSTR:CORRECTIVE LENS,
STATUS:VALID
END OF DATA

0227 in 250/10.20 out 250/10.23

RR.MTLIC0000.MT0250300.
*055376
TXT
LIC/ 5-5376 LIY/83 LIT/PC
VIN/1X117AW138410 VYR/80 VMA/CHEV VMD/CIT VST/2D
VCO/YEL
[REDACTED],MELANIE M
[REDACTED] TITLE/K188542
LIC EXP 83/05/31
NOT ON FILE LIC/5-5376 LIY/82 LIT/PC
NOT ON FILE LIC/5-5376 LIY/81 LIT/PC
NOT ON FILE LIC/5-5376 LIY/80 LIT/PC
NOT ON FILE LIC/5-5376 LIY/79 LIT/PC
NOT ON FILE LIC/5-5376 LIY/78 LIT/PC

0228 in 250/10.22 out 250/10.25

J107
DRQ.VIN/1X117AW138410.VMA/CHEV.VYR/80.VMD/CIT.VST/2D.

250/10.29



INCOME TAX OUTSLIP

NAME (Last) _____ First _____

Spouse's Name _____

Street _____ Primary SS _____

City _____ Spouse's SS _____

State _____ Original # _____

Zip Code _____ (Cross Reference) _____

RETURN NUMBER

YEAR

DATE PULLED

REASON

BY

FOR

FILING STATUS ☐ Single ☐ Married filing joint return ☐ Married and both filing separate returns on this form ☐ Married and both filing separate returns on separate forms ☐ Married filing separate return and spouse is not filing

CHECK ONE ☐ Resident Full Year ☐ Nonresident Full Year ☐ Resident Part Year

Gubernatorial Campaign Fund: CHECK 1 ☐ IF YOU WISH TO DESIGNATE \$1.00 OF YOUR TAXES FOR THIS FUND
CHECK 2 ☐ IF SPOUSE WISHES TO DESIGNATE \$1.00 (This will not increase your tax or reduce your refund.)

Column A Column B

Column A Column B

ages	1.	Non-Mt. Income	45.
dividends	2.	Retirement	46.
interest	3.	St. Refund	47.
rent	4.	Other	48.
business	5.	Allocation	49.
arm	6.	Contributions	52.
gain/Loss	7.	Interest	53.
partnership	8.	Fed. Withheld	54.
ther Income	9.	A.T. Previous Yr.	55.
adjustments	11.	A. T. Other Yrs.	56.
ed. (S if Std.)	15.	Other Taxes	57.
xemptions	17.	1/2 Med. Ins.	58.
t. Withheld	25.	Medicine	59.
stimate	26.	Other Medical	62.
ax Paid	29.	Child Care	66. XXXXXXXXXXXX
efund	30.	Energy	67.
redit to Est.	32.	Casualty	68.
rior Year	33.	Other	69.
enalties	34.	Yourself	71.
	35.	Spouse	72.
interest	36.	Other Dep.	73.
alance Due	38.	Add Exemp.	74.
interest	39.	O/S Credit	77.
ed. Refund	40.	Contractors Credit	78.
ther	41.	Investment	79.
usiness Income	42.	Non-Fossil	80.
interest	44.		

98 ☐ NO TAXPAYER ERROR SHEET



STATE OF MONTANA
CHILD SUPPORT ENFORCEMENT BUREAU
DEPARTMENT OF REVENUE
HELENA, MONTANA

ABSENT PARENT
HISTORY PROFILE

CS-38
(12/81)

ABSENT PARENT PROFILE

NAME (last, first, middle)		SSN		DOB		POB	
ALIAS		HGT	WGT	EYE	HAIR	SMT	
OCCUPATIONS				MILITARY SERVICE & DATES			
CRIMINAL ARREST RECORD AND LOCATIONS							
MOTHER'S NAME AND ADDRESS				FATHER'S NAME AND ADDRESS			
LAST KNOWN EMPLOYER AND DATE							
LAST KNOWN ADDRESS AND DATE							
RELATIVES NAMES AND ADDRESSES							

HISTORY

CLIENT'S NAME		CLIENT'S ADDRESS		PHONE	
CASE NUMBER	SUBMITTING REGION OR STATE			TYPE	
CHANGE IN CLIENT'S NAME OR SUBMITTING REGION AND DATE					
DATE SUBMITTED _____ BY _____			DATE SUBMITTED _____ BY _____		
RESULTS: _____			RESULTS: _____		
_____			_____		
_____			_____		
_____			_____		
_____			_____		
_____			_____		
DATE RETURNED _____ CP/ _____			DATE RETURNED _____ CP/ _____		
DATE SUBMITTED _____ BY _____			DATE SUBMITTED _____ BY _____		
RESULTS: _____			RESULTS: _____		
_____			_____		
_____			_____		
_____			_____		
_____			_____		
_____			_____		
DATE RETURNED _____ CP/ _____			DATE RETURNED _____ CP/ _____		

152

15.11

Social Security No.

Date of Birth

AKA

Client Name _____

Relationship to A/P

Case No.

Case Type:

☐ AFDC☐ NON AFDC Full Service☐ Positive

☐ Negative

☐ NON-ATDC Locate Only

Requested By

Date _____

For MT-PLS use only

DO NOT WRITE IN THIS SPACE

Date In:

Date Out:

DATE PERFORMED

RESULTS

SEARCHES REQUESTED:

☐ Routine Package☐ MT Income Tax

☐ Employment Security

☐ Wage records

UI Claimant History

☐ MT Drivers License

Above sources are included in Routine Package if necessary identifiers are available. Following sources may be checked at locator's discretion or if specifically requested.

☐ M1 Workers' Compensation

☐ MT Criminal ID Bureau

☐ Benefit Chem☐ **MT Motor Vehicle Registration**

 MT Sound & Rehab Services

☐ Telephone/Polk Directories

Cities

Following available only to MT cases.

FPI S

☐ Sister States' PLS
States

☐ Out-of-State Drivers License States _____☐ Other☐ Other

Requestor's comments:

MT PLS comments.

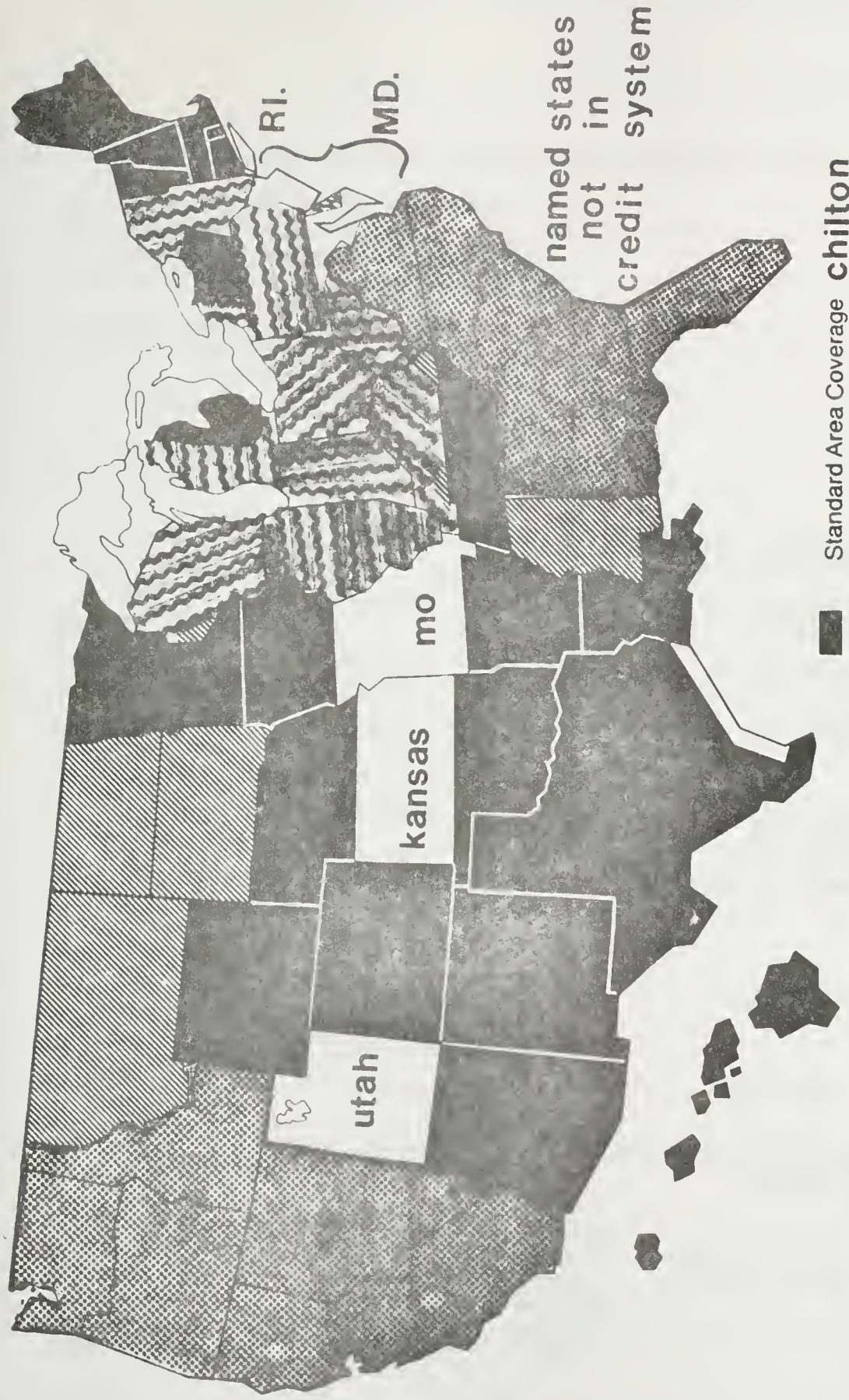
Discussion

DISTRIBUTION.

White (original) - MT-PLS Response
Yellow - Requestor's File Copy

Pink - MT-PLS Cross Reference
Card - MT-PLS Permanent File Copy

The Credimatic System Coverage



Standard Area Coverage chilton

Expanded Area Coverage chilton

credit bureau inc

trans union credit information co.

CSFB

Chiton Credit Bureau Response

BU-AMERICAN CITY, US ID #00-12345678 CROSS REF #00-123456789 SPOUSE

J1 CUSTOMER, CHARLES EDWARD JR, MILLIE
 SSN 123-45-6789 B12/47 M/MAR/03
 CA 5523 PENROSE ST ZONE 00 S03/77 V06/79 R
 CE AJAX CAR CO H04/72 \$1275 MECHANIC V06/79
 FA 6417 ANITA S12/67
 FE BELL AUTO H01/68 T04/72 MECHANIC

M/D/A FILE 01/68

PUB 01/80 V06/26/77 JUDGMENT FILED PARTY-BRAND X CO
 CS#77-145 CT# 95 DIST

D	FIRM NAME IDENTITY CODE	TYPE TERMS	REPORTED METHOD	OPEN PAID	HIGH OWES	PAST DUE	PAYMENTS HIST	LATE 30/60/90+	
1	FIRST NAT BK BB-00-39---54#4235678	I-125	03/12/81A	02/78 01/81	5000 750	125	100000100000 001000000100		*
2	MAIN BK VISA BC-00-25--435#1234567890123456	R	03/18/81A	03/76 02/81	800 356	00	00001000---0 10----000000		*
1	ACE JEWELERS J-00----333 COMMENT - CHARGED TO P&L	0	06/30/80V	02/79 11/79	580 95	95	SEE COMMENT		*
4	SEARS ROEBUCK DC-00----4818#898123456423	R-55	03/15/81A	10/77 01/81	863 212	55	100000000000 021000010000		*
4	COLLECT AGCY YA-00----6893#2214321 COMMENT - PLACED FOR COLLECTION RMKS - CLIENT NAME OR NUMBER	0	03/21/81M	03/80 10/80	326 326	326	SEE COMMENT		*
1	LORD TAYLOR DC-87-----43#23456789021 COMMENT-CREDIT CARD STOLEN OR LOST	R	03/20/81A	12/78 01/81	320 --	--	SEE COMMENT		
3	CAMPBELL BROS DC-00-25-1416	R	03/04/79A	05/78 02/79	340 --	--	000010000		*
4	BARTON CLO DC-00----341#123678524	R-30	04/01/81A	02/76 03/81	560 135	00	000000000000 000000000000		
	INQUIRER NAME		KB-BU-GP-CODE	INQ DATE					
4	METRO ST BK		BB-65---2740	04/10/81			INQUIRED TODAY		
4	AMERICAN BK		BB-65---1059	04/10/81			INQUIRED TODAY		
2	MAIN BK VISA		BC-00-25--435	03/14/80					
4	BARTON CLO		DC-00----341	02/07/80					
1	AMER EXPRESS		N-65-87--458	12/01/79					

END #12345678

Chiton Credit Bureau Response

BU-AMERICAN CITY, US ID #00-12345678 CROSS REF #00-123456789 SPOUSE

J1 CUSTOMER, CHARLES EDWARD JR, MILLIE
 SSN 123-45-6789 B12/47 M/MAR/03
 CA 5523 PENROSE ST ZONE 00 S03/77 V06/79 R
 CE AJAX CAR CO H04/72 \$1275 MECHANIC V06/79
 FA 6417 ANITA S12/67
 FE BELL AUTO H01/68 T04/72 MECHANIC

M/D/A FILE 01/68

PUB 01/80 V06/26/77 JUDGMENT FILED PARTY-BRAND X CO
 CS#77-145 CT# 95 DIST

D	FIRM NAME IDENTITY CODE	TYPE TERMS	REPORTED METHOD	OPEN PAID	HIGH OWES	PAST DUE	PAYMENTS HIST	LATE 30/60/90+	
1	FIRST NAT BK BB-00-39---54#4235678	I-125	03/12/81A	02/78 01/81	5000 750	125	100000100000 001000000100		*
2	MAIN BK VISA BC-00-25--435#1234567890123456	R	03/18/81A	03/76 02/81	800 356	00	00001000---0 10----000000		*
1	ACE JEWELERS J -00----333 COMMENT - CHARGED TO P&L	0	06/30/80V	02/79 11/79	580 95	95	SEE COMMENT		*
4	SEARS ROEBUCK DC-00----4818#898123456423	R-55	03/15/81A	10/77 01/81	863 212	55	100000000000 021000010000		*
4	COLLECT AGCY YA-00----6893#2214321 COMMENT - PLACED FOR COLLECTION RMKS - CLIENT NAME OR NUMBER	0	03/21/81M	03/80 10/80	326 326	326	SEE COMMENT		*
1	LORD TAYLOR DC-87-----43#23456789021 COMMENT-CREDIT CARD STOLEN OR LOST	R	03/20/81A	12/78 01/81	320 --	--	SEE COMMENT		
3	CAMPBELL BROS DC-00-25-1416	R	03/04/79A	05/78 02/79	340 --	--	000010000		*
4	BARTON CLO DC-00----341#123678524	R-30	04/01/81A	02/76 03/81	560 135	00	000000000000 000000000000		
	INQUIRER NAME		KB-BU-GP-CODE	INQ DATE					
4	METRO ST BK		BB-65---2740	04/10/81			INQUIRED TODAY		
4	AMERICAN BK		BB-65---1059	04/10/81			INQUIRED TODAY		
2	MAIN BK VISA		BC-00-25--435	03/14/80					
4	BARTON CLO		DC-00----341	02/07/80					
1	AMER EXPRESS		N -65-87--458	12/01/79					

END #12345678

(CC)PLEASE SIGN-ON
897VS35-53,KATHY,P.

8398 - PROCEED

NM-DUCK,DONALD.

CA-2, LAST CHANCE, GULCH, HELENA, MT.

FA-3000, AETHEA, LN, PORTLAND, OR.

FN 02-0031447-00-202

07/02/82

PG1

*DUCK,DONALD,,,DAISY SINCE 01/14/80 FAD 05/10/82

2, LAST CHANCE, GULCH, HELN, MT

3000E, AETHEA, LAND, FTLD, OR

123, MAIN, ST, HELN, MT

AGE-46, SSS-758-56-9123

01 ES-PROSPECTOR, NO GOLD MINE, HEKENA, MT

02 EF-PROSPECTOR, GOLD MINE

03 E2-PROSPECTOR, NOGALD MINE

*SUM(75), PR/OI-YES, FB-NO, ACCTS:0, HC\$0.

*PUBLIC RECORDS OR OTHER INFORMATION

04 04/80 COLL 04/80 897YA14 FOR MD, \$100, STAT UNKNOWN

BAL-04/80 \$100, PURGE 10/86,, ACCT# UNKNOWN

*INQS-CUST.INTV	898AA18	05/10/82	SHOWCASE	897HF50	04/27/82
CUST.INTV	898AA18	03/26/82	TRAINING	898AA59	01/21/82
D OF R CSE	897VS35	08/14/81	ST BK TNSD	897BB57	06/09/81
ST BK TNSD	897BB57	06/08/81	ST BK TNSD	897BB57	06/05/81
CBR	898AA26	06/05/81	CBR	898AA26	05/11/81
CBR	898AA26	05/08/81	CBR	898AA26	05/06/81
MT BK BUTE	897BB388	04/29/81	MT BK BUTE	897BB388	04/20/81
MT BK BUTE	897BB388	04/14/81	CUST.SVC.	897AA19	04/08/81
CUST.SVC.	897AA19	03/03/81	CBR	898AA26	03/02/81
ST JAMES	897MH40	02/19/81	CBR	898AA26	12/09/80
NW BANK	897BB99	11/17/80	MT BK BELG	897BB339	10/31/80
CBR	898AA26	10/28/80	BENEFICIAL	898FP37	10/08/80
CBR	898AA26	09/26/80	CUST.SVC.	897AA19	07/23/80

&

END OF REPORT CBI AND AFFILIATES

NM-RAVVIT, HARVEY, I, JR, BUNNY.

CA-123, HOP, ST, KALISPELL, MT.

51 NO RECORD FOUND--DID YOUR INQUIRY INCLUDE A FORMER ADDRESS AND ID INFO?

NM-RABBIT, HARVEY, I, JR, BUNNY.

CA-123, HOP, ST, KALISPELL, MT.

FA-1,,, KALISPELL, MT.

FN 02-0050676-00-243

09/02/82

PG1

*RABBIT, HARVEY BUNNY SINCE 01/28/81 FAD 08/31/82

123 HOP ST

NM-RABBIT, HARVEY, I, JR, BUNNY.
CA-123, HOP, ST, KALISPELL, MT.
FA-1, , KALISPELL, MT.

FN 02-0050676-00-243

09/02/82

PG1

*RABBIT, HARVEY, I, JR, BUNNY SINCE 01/28/81 FAD 08/31/82
123, HOP, ST, KLFL, MT, 59901
BOX 940, PO, , HARN, MT, 59925
BDS-03/22/50, SSS-123-45-6789, SSO-234-56-7890
01 ES-BREEDER, HOFFY HATCHERY, WHIF, MT, EMP 07/79, VER 08/82, \$800
02 EF-RUNNER, WESTER UNION, HARN, MT, EMP 10/78
03 ED-DANCER, COMBO LOUNGE, KLFL, MT, EMP 05/79

*SUM(130), 08/78-08/82, PR/OI-YES, FB-YES, ACCTS:4, HC\$1200-3000, 1-TWO, 1-THREE, 2-OTHERS.

IPUBLIC RECORDS OR OTHER INFORMATION

04 11/77 BKFR 899VF13, BK7712BU, LIAB\$30000, JOINT, PERSONAL, VOL
05 08/82 COLL 09/80 899YA12 FOR DC, \$30, 03/82 PAID
BAL-03/82 \$0, PURGE 11/86, , F
SUBJECT STATES MERCHANDISE OR SERVICE UNSATISFACTORY
06 11/80 COLL 11/80 899YA12 FOR MH, \$245, 03/82 PAID
BAL-03/82 \$0, PURGE 05/87, , ACCTH UNKNOWN
07 10/79 COLL 10/79 899YA12 FOR MD, \$150, 01/80 PAID
BAL-01/80 \$0, PURGE 04/86, , ACCTH UNKNOWN
08 08/79 COLL 08/79 899YA12 FOR BE, \$300, 03/78 PAID
BAL-03/78 \$0, PURGE 12/81, , ACCTH UNKNOWN
09 07/79 SECLN 899VS17, FF, CASE NO-12345,
10 08/82 FORCL RAIN TREE MTG KLFL 59K,
11 03/79 LIEN 899VS17, 3456, \$1500, VF, RELEASED 07/79
12 05/79 LIEN 899VS17, 12345, \$200, VS, RELEASED 07/79

*INQS-SUBJECT SHOWS 7 INQUIRIES SINCE 06/82

GRZLYAUTO	896AN32	08/31/82	CUST.SVC.	899AA41	08/30/82
CUST.SVC.	899AA41	08/27/82	CUST.SVC.	899AA41	08/26/82
CUST.SVC.	899AA41	08/17/82	CUST.SVC.	899AA41	08/12/82
	899AA33	08/03/82			

* FIRM/ID CODE	RPTD	OPND	H/C	TRM	BAL	F/D	CS	MR	ECOA	ACCOUNT NUMBER
CNB 899BB14	08/82	08/78	3000	62	850	125	I3	J		12345
SUBJECT STATES ACCOUNT SLOW DUE TO DOMESTIC PROBLEMS										
MELBYS FUR 899HF41	08/82	04/81	1800	200	1400			16	U	2F96
30(04)60(02)90(01)										
BUDGET FIN 899FF119	08/82	07/79	1200	50	250	50	I2	J		4LPR95
GAMBLES 899DV17	08/82	08/80	453		286			24	I	X45
30(03)60(01)90(00)										
DALLAS, TX FS 03/74, REPT 12/14/78										
BB	08/78	01/77	2000		0		I3	U		
DC	08/78	02/78	120		0		I1	U3		

END OF REPORT CBI AND AFFILIATES

TRANS UNION Response

GO-S V3536,PSW408,H,T
ON ST33, 29V0003536 GO

GOI BROWN,PU

DI-DLINITNOACTIONC

GOI BROWN,PUPPY,C,,SUSAN† 111,HUSON,SO,MISSOULA,MT,59801**

02-06FRMAT,02-07LNGTH,02-08FRMATC

GOI BROWN,PUPPY,C,,SUSAN† 111,HUSON,SO,MISSOULA,MT,59801**

01-07ACCSS,02-06FRMAT,02-07LNGTH,02-08FRMATC

GOI BROWN,PUPPY,C,,SUSAN† 111,HUSON,,MISSOULA,MT,59801**

TRANS UNION CREDIT REPORT

(I) VMI3536

BROWNE, PUPPY

111 HUSON, MISSOULA MT. 59801

9/81

29 MI

INGR 3 DATE ECOA SUBCODE SUBNAME TYPE AMT

9/2/82 I VMI3536 ST MT DOR CSEB

VMI3536-9/18/81I,VMI3536-9/18/81I

END OF CREDIT REPORT



STATE OF MONTANA
CHILD SUPPORT ENFORCEMENT BUREAU
DEPARTMENT OF REVENUE
P.O. BOX 5955
HELENA, MONTANA 59604

CS-34
11/81

CREDIT BUREAU REQUEST

ABSENT PARENT PROFILE

Absent Parent's Full Name			
Last	First	Middle	Suffix
Social Security Number		Date of Birth	
Spouse's Name (current)		Spouse's Social Security Number	
Current Address		Former Address	
Other Information			
Current Employment		Former Employment	
Former Address No. 2			

MANDATORY FIELDS

MANDATORY FIELDS ARE FULL NAME, CITY AND STATE OF POSSIBLE LOCATION AND ZIP CODE

AREAS OF FOCUS

CHECK AS MANY TARGET AREAS AS NEEDED	Requesting Agency
ASSET LOCATION <input type="checkbox"/>	Requested By
LOCATION OF ABSENT PARENT <input type="checkbox"/>	Date Requested
CURRENT OR PAST EMPLOYMENT <input type="checkbox"/>	Signature of State PLS
SOCIAL SECURITY NUMBER <input type="checkbox"/>	
JUDGEMENTS <input type="checkbox"/>	
PAYMENT OR CREDIT HISTORY <input type="checkbox"/>	
OTHER <input type="checkbox"/>	

APPENDIX III.

PROPOSED SYSTEM DESCRIPTION

General Accounting System Example

**"Our current recommendation
for a big five accounting
package is MBSI."**
— Computer Dealer magazine January 1982



Premium Business Software

General Accounting Packages

mbsi

The MBSI application packages described in this publication are derived from software developed by Mini-Computer Business Applications, Inc. (MCBA®), which has granted MBSI the right to claim this software as MBSI proprietary property.

Copyright © 1981, 1982 by Micro Business Software, Inc. RM/COBOL is a trademark of Ryan-McFarland Corp. CP/M, CP/M-86 and MP/M-II are trademarks of Digital Research Corp. OASIS, OASIS-16 and MOASIS are trademarks of Phase One Systems, Inc. MSDOS and XENIX are trademarks of Micro Soft. TURBODOS is a trademark of Software 2000, Inc. UNIX is a registered trademark of Bell Laboratories. DEC, PDP-11 and RT-11 are trademarks of Digital Equipment Corp. IBM is a trademark of International Business Machines Corp. Apple is a trademark of Apple Computer, Inc. TRS-80 is a trademark of Tandy Corp. MBSI software capabilities, availability dates and warranty as presented herein are a simplified description of the terms and conditions under which MBSI licenses its software and should not be construed as a full and complete statement of MBSI's licensing agreements, which may change without notice from time to time. (6/82)



General Information

Micro Business Software, Inc. ("MBSI") offers the following business application packages for micro-computers:

Accounts Receivable
Order Entry/Billing
Sales Analysis
Accounts Payable
Payroll
General Ledger

Availability Date

NOW
NOW
NOW
NOW
NOW
NOW

No longer do you have to settle for second class application packages just because it makes sense to use micro hardware.

And no longer should non-transportable software restrict your hardware choices to one or two brands.

At last, highly transportable, full-feature general business software is available for micro-computers.

Who is MBSI?

MBSI is a software manufacturer formed in 1980 as a subsidiary of Mini-Computer Business Applications, Inc. (MCBA®), the renowned California company which has been supplying business programs for mini-computers since 1974.

Although MBSI is no longer owned by MCBA, we do maintain a close and friendly relationship with our previous parent, and our charter remains to make many of the high quality MCBA application packages available to the micro-computer marketplace.

Currently, we license our software primarily through computer manufacturers and dealers, OEMs and software consultants.

Mature Packages

These MBSI packages are the latest generation of systems well proven during the past seven years on Digital Equipment Corp.,

Data General, Texas Instruments, Wang and Hewlett-Packard mini-computers.

Earlier versions of these packages are in use by thousands of end users. And thousands of users are already running these micro-computer versions.

User Friendly - Full Function

When the first versions of these packages were designed almost eight years ago, the decision was made to make them as user friendly as possible without sacrificing the functionality required in the real world of business.

Over the years, the extensive feed-back from thousands of users has helped to refine these packages to a level of sophistication previously unavailable on micro-computers.

The features most asked for by small business users have been incorporated in a user friendly manner.

Easy to Use

One of the reasons these packages are so easy to use is that they are strictly consistent from one program to the next. Screen formats and keyboard usage remain standard within each system, as well as from system to system.

Our User Manuals are clearly written and easy to follow. Although it is not possible to

learn all the details of the packages instantly, it is possible to learn one's way around them in a short time.

MBSI software is highly flexible and can be installed and maintained without direct on-site support from MBSI.

Transportability

Due to the wide availability of the programming language in which the MBSI packages are written, our software runs on many different micro-computers with little or no modification, including properly configured systems from the following manufacturers:

- IBM® Personal Computer
- DEC® Personal Computer
- Apple® III (with hard disk)
- Wang Personal Computer
- Radio Shack (TRS-80 2 & 16)
 - Commodore
 - Zenith
 - ONYX
 - ALTOS
 - TeleVideo
 - Xerox (820)
- Hewlett-Packard (87 and 125)
 - DEC PDP-11® (RT-11®)
 - Victor
 - TRW Fujitsu
 - Vector Graphic
 - NorthStar
 - Intertec (Superbrain)
 - Sharp
 - Ohio Scientific
 - Cromemco
 - IMS International
 - Zilog
 - Ithica Intersystems
 - BOS
 - Plexus
- California Computer Systems
 - Toshiba
 - Systems Group
 - Canon
 - Micromation
 - SONY
 - Morrow
 - IBEX
 - NEC
 - IBC
- Digital Micro Systems



Dealer Information and Prices

If you're an OEM, software house, consultant or computer manufacturer, you know that software is as important today as hardware.

At last, there's no need to settle for second rate software just because it makes sense to sell micro hardware. And no longer must you be tied to one brand of hardware by non-transportable software.

Full-feature, highly transportable general business software for micro-computers is available now from MBSI.

Flexibility

Although these systems are not necessarily appropriate for every small business, the liberal use of parameters throughout allows them to be tailored to meet many users' needs.

MBSI's User Manuals provide complete installation instructions, and are excellent user training guides.

And when modifications to the source code are necessary the modular systems design, structured programming techniques, and complete and well organized documentation make changes relatively easy.

Program specifications, file definitions, and video and report formats are included in the technically oriented System Reference Manuals supplied for the programmer who needs to modify and maintain the software.

Programming Languages and Operating System Requirements

Our packages are written in COBOL and run under both Ryan McFarland's "RM/COBOL®" and Micro Focus's "High Level II COBOL".

Almost all popular micro-computer operating systems support either RM/COBOL or High Level II COBOL. If you are unsure whether the proper COBOL is available for

your computer, contact your sales representative at MBSI. (CP/M®, CP/M-86®, MP/M-II®, OASIS®, OASIS-16®, MOASIS®, MSDOS®, PCDOS, TURBODOS®, UNIX®, XENIX®, and RT-11® are supported.)

Multi-User Version

Although the current release of these packages does not include record or file locking, it can be used in a multi-terminal environment provided that multiple users do not update the same files at the same time.

A true multi-user version with honest record and file locking will be available in the near future. All MBSI licensees will receive the multi-user version as an enhancement without additional license fee.

Hardware Requirement

The minimum hardware requirement to run these packages is 64kb memory, an RM/COBOL compatible 24x80 CRT and 132 column printer.

The Accounts Receivable, Accounts Payable, General Ledger and Payroll can be run (with limited data files) on 640kb of diskettes or hard disk.

Order Entry/Billing requires at least one megabyte of mass storage.

The obvious rule is that the larger the diskette or disk storage the larger the user's data files can be; and hard disk systems generally give better performance.

Demos

Working demonstrations of the MBSI packages are available on either 8" single density diskette in CP/M format, on ONYX cartridge, or in a variety of 5¼" diskette formats.

Demos cost \$50.00 per package, plus media charges (see below), and include object code and User Manuals only.

Licensing Arrangements

Licensee's pay an initial fee of \$1,000.00 for the first copy of each package, which includes source code, User Manual and System Reference Manual.

A licensee may make one object code copy of the package for no additional fee, and may use that object code copy himself or sublicense it to another.

A licensee may then make additional copies of the object code and User Manuals for his own use or for sublicensing to others. For each such additional copy made, MBSI must be paid a royalty as follows:

<u>Additional Copy</u>	<u>Royalty Fee</u>
1 through 25	\$ 300.00
26 through 100	250.00
101 and up	200.00

(The Sales Analysis package is one-half the above initial and additional copy fees.)

These fees allow the sublicensing of object code only. Source code may not be sublicensed or transferred under our standard license.

MBSI dealer licenses have a term of five years, and sublicenses issued thereunder are valid for a period of twenty years from the date of issue.

Prospective large scale users such as computer manufacturers or distributors with OEM or dealer networks should contact us for details about our master licensing arrangements.

Warranty and Support

A one year warranty is included as part of each standard MBSI source code license. Under this warranty, licensees receive all enhancements and corrections, and may report problems with the software.

MBSI offers a money back guarantee on its software. If for any reason you are not satisfied with the software at any time within thirty days of purchase, you may return it for a full refund. This applies to source licenses only, *not to demos*.

Media Availability

We currently distribute our packages on the following media:

8" diskette (various formats)	\$10.00 each
5¼" diskette (various formats)	\$10.00 each
ONYX cartridge (OASIS format)	\$50.00 each

Media charges are in addition to any license fees. If different distribution media is required, contact us. We may be able to accomodate.

Shipping Information

We ship by UPS or parcel post at no additional charge. Other shipping arrangements and foreign shipping charges must be paid by the customer.

Allow ten working days after MBSI's receipt of executed licenses and full payment before shipping. We cannot ship source code without a properly executed license. To expedite orders, include a cashier's check.

To Get More Information

User Manuals are available at \$35.00 each. These manuals include pictures of all significant screens and reports.

As stated above, demo versions of the packages are also available.

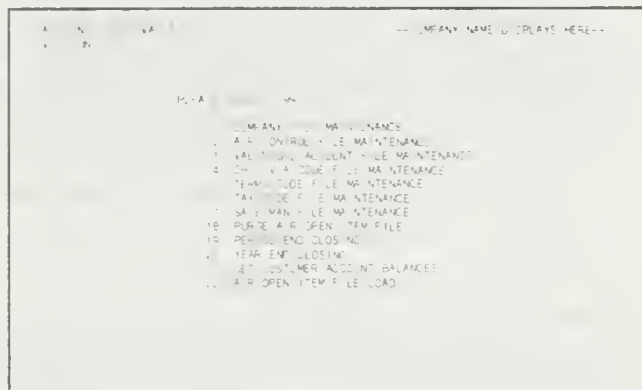
Or you may wish to visit us for a personal demonstration and an examination of the source code and technical documentation.

In any case, if you have questions, please contact us.

If you are ready to order, call us and request the appropriate license forms.

Accounts Receivable

This is an Accounts Receivable system designed for use by small businesses. Although it is not necessarily appropriate for every small business, it does include those features most asked for by thousands of users whose experiences over the past seven years with earlier versions of this package have helped to refine it to its current sophisticated level.



- Handles both open item and balance forward customers
- Provides maintenance and lists of both the salesman and customer files
- Allows sales transaction entry, editing and posting, with edit list and journal
- Allows cash receipts entry, editing and posting, with edit list and journal
- Prints the aging report and statements
- Allows on-line customer account inquiry
- Automatically calculates and posts finance charges, with edit list and journal
- Controls sales commissions due and prints the commissions due report
- Prints a report showing A/R distributions to the General Ledger
- May be interfaced to the MBSI General Ledger or used stand-alone

Auxiliary Files

An easily maintainable system control file allows the user to define various parameters which control many of the characteristics of the system.

If salesmen or commissions are utilized in the system, a master file of all salesmen can be maintained.

Easily maintainable look-up files allow the user to define the specific terms, taxes, shipping methods and valid G/L accounts (for distributions from A/R) which he uses in his business.

Customer File

The system contains programs for interactive maintenance of the customer file,

including add, change, inquire and delete modes.

A screenshot of a computer terminal displaying a customer record. The screen is divided into several sections. At the top, there's a header with 'M' and 'A'. Below that, a section labeled 'NAME' contains a customer's name. Another section labeled 'ADDRESS' contains the customer's address. Further down, there are sections for 'SALES VOLUME' and 'GROSS PROFIT HISTORY', each containing numerical data and dates. The bottom of the screen shows a prompt for 'F1 NAME' and 'F2 HANDLE'.

In addition to the usual name and address, the customer record contains sales volume and gross profit history information as well as several codes which allow the user to tailor the handling of each customer appropriately.

The *Numeric Customer List* and *Alphabetic Customer List* may be printed on request.

A/R Load

The A/R open item file contains a record for each invoice (sale), CR memo, DR memo, finance charge, cash receipt (payment) and balance forward transaction in the system.

The A/R open item load programs are included so that the A/R open item file may easily be loaded as it exists in the user's records at the time he begins using this computerized Accounts Receivable system.

Sales Transactions

The system contains programs which allow interactive entry, editing and posting of sales and credit/debit memos. The *Sales Edit List* is available on request as an aid in the editing process.

A screenshot of a computer terminal displaying a sales transaction entry screen. The screen shows a grid of fields for entering transaction data. Fields include 'DATE', 'AMT', 'CUST', and 'BAL'. There are also sections for 'SALES VOLUME' and 'GROSS PROFIT HISTORY'. The bottom of the screen shows a prompt for 'F1 NAME' and 'F2 HANDLE'.

When sales transactions are entered, sale amounts, miscellaneous charges and freight may optionally be distributed to one or more G/L accounts.

A screenshot of a computer terminal displaying a sales transaction entry screen. The screen shows a grid of fields for entering transaction data. Fields include 'DATE', 'AMT', 'CUST', and 'BAL'. There are also sections for 'SALES VOLUME' and 'GROSS PROFIT HISTORY'. The bottom of the screen shows a prompt for 'F1 NAME' and 'F2 HANDLE'.

On request, sales transactions are posted to the A/R open item file and the *Sales Journal* is printed.

If the Accounts Receivable system is used in conjunction with the MBSI Order Entry/Billing package, sales transactions are automatically created by the Order Entry/Billing and need not be re-entered in A/R.

Cash Receipts

Interactive cash receipts entry, editing and posting may be done on request. The *Cash Receipts Edit List* is available to assist in the editing procedure.

A screenshot of a computer terminal displaying a cash receipt entry screen. The screen shows a grid of fields for entering transaction data. Fields include 'DATE', 'AMT', 'CUST', and 'BAL'. There are also sections for 'SALES VOLUME' and 'GROSS PROFIT HISTORY'. The bottom of the screen shows a prompt for 'F1 NAME' and 'F2 HANDLE'.

To aid in the application of payments for open item customers the *Cash Application Worksheet* may be printed. This report provides a list of all open items for the specified customers showing current balances due and the amounts of any valid discounts.

A powerful and flexible program allows cash application for open item customers to

Aged subtotals may optionally be printed at the bottom of statements, and a remittance form may optionally be included as a perforated tear-off on the right side of the statement.

The user's company name and address may be printed at the top of each statement if desired.

A/R Open Item File Purge

The paid A/R open items and their matching payments may be purged from the file on request. This is normally done after statement printing.

Prior to purging, the *Accounts Receivable Purge Report* may be printed if desired. This report shows all items that will be purged if the purge is done.

Commissions

The system has the capability to keep track of commissions due to salesman, and on request the *Commission Due Report* may be printed.

Sales Analysis

This Accounts Receivable system generates sales history data which may be option-

ally interfaced to the MBSI Sales Analysis system.

The *Sales Analysis by Customer*, *Sales Analysis by Customer Type*, *Sales Analysis by Responsible Salesman*, *Sales Analysis by State* and *Sales Analysis By Customer Sales Volume*, as well as other reports which use the MBSI Order Entry/Billing data base, are available from the MBSI Sales Analysis package.

Interface to General Ledger

The distribution to the various G/L accounts for all A/R activity is automatically recorded by the system.

The *Accounts Receivable Distribution to General Ledger Report* may be printed on request. This is normally done at the end of each accounting period.

This Accounts Receivable system may be automatically interfaced to the MBSI General Ledger system.

Order Entry/Billing

This is an Order Entry/Billing system designed for use by small distributors. Although it is not necessarily appropriate for every small distributor, it does include those features most asked for by thousands of users whose experiences over the past seven years with earlier versions of this package have helped to refine it to its current sophisticated level.

```

ORDER ENTRY
VERSION 1.00

-- (AR AND NAME) (DISPLAY) (RE) --

PLEASE SELECT 99

1. ITEM FILE MAINTENANCE
2. ITEM RECEIVING PROCESSING
3. PRINT PRICE LIST
4. ORDER PROCESSING
5. PRINT PICKING TICKETS
6. BILLING AND INVOICE PRINTING
7. ORDER INQUIRY
8. PRINT PURCHASING ADVICE REPORT
9. PRINT ITEM STOCK STATUS REPORT
10. PRINT BACK ORDERS BY ITEM
11. PRINT BACK ORDERS BY CUSTOMER
    
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```

ORDER ENTRY
VERSION 1.00

--COMPANY NAME DISPLAYS HERE--

PLEASE SELECT 99

12. Q/E CONTROL FILE MAINTENANCE
13. PRINTING CODE FILE MAINTENANCE
14. COMMISSION CODE FILE MAINTENANCE
15. PERIOD END CLOSING
16. YEAR END CLOSING
    
```

- Has item file maintenance and lists
- Allows receivings transaction entry, editing and posting, with edit list and journal
- Provides for order entry and editing, with interactive inventory control during order entry, and order edit list available
- Allows on-line order status inquiry
- Provides one step and two step order processing
- Prints invoices for all orders billed
- Handles credit memos
- Prints picking tickets, a price list, and stock status and purchasing advice reports
- Has full back order retention, and prints the back order reports
- Automatically posts billing information to the MBSI Accounts Receivable
- Optionally interfaces with the MBSI Sales Analysis system

Works with Accounts Receivable

This system works only in conjunction with the MBSI RM/COBOL Accounts Receivable system, with which it shares a common data base.

Item File

The system contains programs for interactive maintenance of the item file, including add, change/inquire and delete modes.

The *Numeric Item List* and *Alphabetic Item List* may be printed on request.

Item No.	Description	Price	Discount	Commission	Cost	Weight	Inventory Location	Sales History
1001	ITEM 1001	10.00	5.00	1.00	5.00	1.00	1001	1001
1002	ITEM 1002	20.00	10.00	2.00	10.00	2.00	1002	1002

In addition to the item number and description, the item record contains three prices, discount and commission calculation codes, two costs, weight, inventory location code and various sales history figures.

Item costing may be done on either a weighted average or last cost basis.

Item Receivings

Interactive entry, editing and posting of item receivings may be done on request. The *Receivings Edit List* is provided to assist in this process.

Item No.	Description	Price	Discount	Commission	Cost	Weight	Inventory Location	Sales History
1001	ITEM 1001	10.00	5.00	1.00	5.00	1.00	1001	1001
1002	ITEM 1002	20.00	10.00	2.00	10.00	2.00	1002	1002

Average cost, last cost, prices and quantity on hand are updated when receivings transactions are posted, and the *Item Receivings Register* is automatically printed.

Order Entry

A powerful and flexible order entry function is provided which allows entry of orders either for immediate billing ("one-step order processing") or for partial or whole billing later, ("two-step order processing").

Item No.	Description	Price	Discount	Commission	Cost	Weight	Inventory Location	Sales History
1001	ITEM 1001	10.00	5.00	1.00	5.00	1.00	1001	1001
1002	ITEM 1002	20.00	10.00	2.00	10.00	2.00	1002	1002

Item No.	Description	Price	Discount	Commission	Cost	Weight	Inventory Location	Sales History
1001	ITEM 1001	10.00	5.00	1.00	5.00	1.00	1001	1001
1002	ITEM 1002	20.00	10.00	2.00	10.00	2.00	1002	1002

Extensive user defined defaults are implemented to speed accurate data input during order entry.

Orders may optionally be entered by sales profit center (a G/L concept).

Customers may be retrieved during order entry either by customer number or name. Line items may be entered by item number or description.

Miscellaneous line items (items not on the item file) are allowed during order entry.

Inventory Control

On-line inventory control during order entry is a system option.

When on-line inventory control is used, inventory is automatically committed when orders are entered and relieved when invoices are printed. Available inventory is verified for each line item as it is entered and any back order or out of stock conditions may be handled interactively.

Order Pricing

Each item may be assigned up to three prices ("prices 1, 2 and 3") and may be priced at order entry time according to any one of

several flexible methods, which are contained in user maintainable tables which control price discounting.

Order Editing

Open orders may be added to, changed or deleted at any time prior to billing. Changes to line items or cancellations automatically result in adjustments to inventory.

The *Order Edit List* may be printed on request for all or selected orders.

Order Status Inquiry

An inquiry program allows selected or all open orders for a specified customer to be viewed on the CRT.

[illegible][illegible]

Picking Tickets

Picking Tickets may be printed for all or selected open orders. Picking tickets show order line items in sequence by inventory location.

Selective and Partial Billing

If two step order processing is used, selected orders may be billed on request. Partial billing is allowed, as are adjustments to quantities shipped and quantities back ordered.

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The *Billing Edit List* may be printed prior to invoice printing, showing all orders selected to be billed.

Invoice Printing

Invoices are printed for all appropriate orders using pre-printed forms. The capability exists to restart invoice printing from any given invoice number to allow recovery from a forms jam.

Billing information, including all appropriate G/L distributions, is automatically posted to the MBSI Accounts Receivable system.

Credit Memos

Credit memos may be entered at any time and may be printed separately or in conjunction with invoices.

When credit memos are issued for goods returned to stock, the appropriate adjustments are made to inventory quantities on hand.

Commissions Calculation

The system provides commissions calculation based upon billings. The user may define for each item four commission percents to be used depending on the net sale price. The user may also define for each item whether the commission is to be taken on net sale price or gross margin.

Price List

The *Price List* may be printed on request. It includes item number, description, category and prices 1,2 and 3 in 8½ x 11 format.

Stock Reports

The *Item Stock Status* and the *Purchasing Advice Report* may be printed on request. These reports are useful in controlling stock

levels.

Back Order Reports

All orders which contain back ordered items remain on file as open orders until the back orders have been filled or cancelled.

The *Back Orders by Item* and *Back Orders by Customer* reports may be printed on request to aid in back order control.

Sales Analysis Reports

The MBSI Order Entry/Billing system generates sales history data which may be optionally interfaced to the MBSI Sales Analysis system.

The *Sales Analysis by Item*, *Sales Analysis by Product Category* and *Sales Analysis By*

Item Sales Volume, as well as other reports which use the MBSI Accounts Receivable data base, are available from the MBSI Sales Analysis package.

Interface to General Ledger

This Order Entry/Billing system generates the appropriate G/L distributions for all orders billed and all credit memos processed. These are posted to the MBSI Accounts Receivable system and may be automatically interfaced to the MBSI General Ledger system via Accounts Receivable.

G/L postings for starting and ending inventory values and costs of goods sold are not produced by the Order Entry/Billing system.

NOTE: The sample video screens presented herein are only a small percentage of the total number of screens in this package. To see all the screens and the report formats, purchase the User Manual(s).

Sales Analysis

This is a Sales Analysis system designed to be used with MBSI's Accounts Receivable and Order Entry/Billing packages for small businesses. Although this system is not necessarily appropriate for every small business, it does include many of the features asked for by thousands of users whose experiences over the past seven years with earlier versions of this package have helped to refine it to its current level.

The MBSI Sales Analysis system tabulates and prints the following reports:

- **Sales Analysis by Customer**
- **Sales Analysis by Customer Type**
- **Sales Analysis by Customer Sales Volume**
- **Sales Analysis by Responsible Salesman**
- **Sales Analysis by State**
- **Sales Analysis by Item**
- **Sales Analysis by Item Category**
- **Sales Analysis by Item Sales Volume**

Sales Analysis Menu

The MBSI Sales Analysis system includes a master menu from which the desired reports can be selected.

Each of the Sales Analysis reports can be printed at any time without effecting any of the data bases from which they draw their information.

Sales Analysis by Customer

This report shows period-to-date and year-to-date sales, cost of sales, and gross profit figures for each customer in the Accounts Receivable system. Each customer's percent of total sales and percent of total gross profit is also shown.

Sales Analysis by Customer Type

This report shows the same data as the *Sales Analysis by Customer*, but customers are grouped and subtotaled by customer type. ("Customer type" is a user definable

three character code that can be assigned to each customer.)

A summary is printed for this report showing each customer type's total sales, total cost of sales, total gross profit, percent of total sales and percent of total gross profit.

Sales Analysis by Customer Sales Volume

This report lists customers in order by sales volume. It shows sales, costs of sales and gross profit figures as well as each customer's percent of total sales and percent of total gross profit.

Customers may be printed in order by either period-to-date or year-to-date sales dollar volume. Optionally, a minimum dollar volume may be specified, or only the top "n" customers printed (where "n" is any number from 1 to 9,999).

Sales Analysis by Responsible Salesman

This report shows the period-to-date and year-to-date sales, cost of sales, and gross profit for each customer grouped by responsible salesman, with subtotals by salesman.

The report includes a summary which shows each salesman's percent of total sales and percent of total gross profit.

Sales Analysis by State

Customers are printed grouped by state on this report. Sales, cost of sales, and gross profit figures are shown for each customer, with subtotals by state.

A summary is produced showing each state's percent of total sales and percent total gross profit.

Sales Analysis by Item

This report shows basic sales data for each item in the Order Entry/Billing system. The data includes quantity sold, sales dollars, costs, gross profit and each item's percent of total sales and percent of total gross profit,

both period-to-date and year-to-date.

Sales Analysis by Item Category

This report shows the same data as the *Sales Analysis by Item*, but items are grouped and subtotaled by item category. ("Item category" is a user definable three character code that can be assigned to each item.)

A summary is printed for this report showing each item category's total sales, total cost of sales, total gross profit, percent of total sales and percent of total gross profit.

Sales Analysis by Item Sales Volume

This report lists items in order by sales volume. It shows sales, costs of sales and gross profit figures as well as each item's percent of total sales and percent of total gross profit.

Items may be printed in order by either period-to-date or year-to-date sales dollar volume. Optionally, a minimum dollar volume may be specified, or only the top "n" items printed (where "n" is any number from 1 to 9,999).

Accounts Payable

This is an accrual Accounts Payable system designed for use by small businesses. Although it is not necessarily appropriate for every small business, it does include those features most asked for by thousands of users whose experiences over the past seven years with earlier versions of this package have helped to refine it to its current sophisticated level.

```
ACCOUNTS PAYABLE                                --COMPANY NAME DISPLAYS HERE--
VERSION 1.0

PLEASE SELECT 0

1. VENDOR FILE MAINTENANCE
2. A/P TRX PROCESSING
3. PRINT A/P OPEN ITEM REPORT
4. VENDOR ACCOUNT INQUIRY
5. A/P OPEN ITEM ADJUSTMENT
6. PRINT CASH REQUIREMENTS REPORT
7. PAYMENT PREPARATION AND CHECK PRINTING
8. PRINT A/P DISTRIBUTION TO G/L REPORT
9. PRINT VENDOR ANALYSIS REPORT
```

```
ACCOUNTS PAYABLE                                --COMPANY NAME DISPLAYS HERE--
VERSION 1.0

PLEASE SELECT 99

10. COMPANY FILE MAINTENANCE
11. A/P CONTROL FILE MAINTENANCE
12. VALID G/L ACCOUNT FILE MAINTENANCE
13. YEAR END CLOSING
```

- Has vendor file maintenance and lists
- Allows entry, editing and posting of new payables, adjustments, cancellations and pre-pays, with edit list and journal
- Prints the open item report
- Allows on-line vendor account inquiry
- Prints the cash requirements report
- Allows flexible payment selection, including partial payments, with pre-check-writing report
- Prints A/P checks and the check register
- Prints a report showing A/P distributions to the General Ledger
- Prints the vendor analysis report
- May be interfaced to the MBSI General Ledger or may be used stand-alone

Auxiliary Files

Easily maintainable files allow the user to define the A/P aging periods and the G/L accounts to which the manual and automatic A/P distributions may be made.

Vendor File

The system contains programs for interactive maintenance of the vendor file, including, add, change/inquire and delete modes.

The *Numeric Vendor List* and *Alphabetic Vendor List* may be printed on request.

A/P OPEN ITEM REPORT
 FILE NUMBER: 0000000000
 VENDOR: 0000000000
 DATE: 00/00/00
 AMT: 0000000000
 DUE DATE: 00/00/00
 DISCOUNT: 0000000000
 DISCOUNT DATE: 00/00/00
 AMT DUE: 0000000000
 AMT PAID: 0000000000
 AMT BAL: 0000000000

In addition to the usual name and address information, the vendor record contains information about the normal terms offered by the vendor, and also includes year-to-date and last year purchases and discounts figures.

A/P Transactions

The system allows interactive entry, editing and posting of accounts payable transactions. The *Accounts Payable Transaction Edit List* is available on request as an aid in the editing process.

A/P TRANSACTION EDIT LIST
 FILE NUMBER: 0000000000
 VENDOR: 0000000000
 DATE: 00/00/00
 AMT: 0000000000
 DUE DATE: 00/00/00
 DISCOUNT: 0000000000
 DISCOUNT DATE: 00/00/00
 AMT DUE: 0000000000
 AMT PAID: 0000000000
 AMT BAL: 0000000000

A "voucher number" is automatically assigned to each new payable entered. This number is used as an internal reference for each invoice and requires no extra work by the user.

As each transaction is entered, the system automatically calculates the due date, discount amount and discount date based upon the terms stored in the vendor record and presents them as default values which may be used during data entry.

Each new payable transaction may be distributed to an unlimited number of general ledger accounts when it is entered.

Credit vouchers, adjustments and pre-pays may also be entered through this program.

On request new payables are posted to the A/P open item file and the *Accounts Payable Transaction Register* is printed.

Open Item Report

The *Accounts Payable Open Item Report* may be printed on request for all or selected vendors.

A/P OPEN ITEM REPORT
 FILE NUMBER: 0000000000
 VENDOR: 0000000000
 DATE: 00/00/00
 AMT: 0000000000
 DUE DATE: 00/00/00
 DISCOUNT: 0000000000
 DISCOUNT DATE: 00/00/00
 AMT DUE: 0000000000
 AMT PAID: 0000000000
 AMT BAL: 0000000000

Two formats are available: the detail format shows all items with aged totals for each vendor selected; the summary format shows only the aged totals for each vendor.

Four user defined aging periods are provided, and aging may be done system wide by either the invoice date or due date.

Vendor Account Inquiry

An inquiry program allows all open items for a selected vendor to be viewed on the CRT.

Cash Requirements Report

The *Cash Requirements Report* may be printed on request, for all or selected vendors.

This report is useful in determining which vendors/items are to be paid. It shows past and currently due items with any valid discounts, as well as items not yet due but for which the discount would be lost if they were not paid before the next anticipated payment date.

Manual Payments and Other Adjustments

The system handles off-line manual payment of items already in the computer. Also, due dates and discount dates for individual

items in the system may be adjusted by the user as required.

If any adjustments are made, they are recorded on the *Accounts Payable Open Item Adjustment Register*.

Payment Preparation

A very flexible payment preparation procedure is provided:

PAYMENT PREPARATION AND CHECK PRINTING -- MEANS NAME -- DAY --

PLEASE SELECT FROM

1. LEAVE ALL PREVIOUS CHECKS OPEN
2. GENERALIZED PAYMENT SELECTION
3. SELECT VOUCHER FOR PAYMENT (SEE SCREEN 1)
4. LEAVE VOUCHER FROM PAYMENT
5. PRINT PRE-CHECKED BY TIME PERIOD
6. PRINT CHECKS AND POST
7. PRINT REGISTER ONLY

In the generalized selection mode, all current and/or past due items may be selected for payment. In addition, any items for which the valid discount would be lost if not paid prior to the next payment date may also be selected.

PAYMENT PREPARATION AND CHECK PRINTING -- MEANS NAME -- DAY --

SELECT VOUCHERS FOR PAYMENT

VENDOR NO	XXXXXX	XXXXXXXXXXXXXXXXXXXXXXX
VOUCHER NO	9999999	XXXXXXXXXXXXXXXXXXXXXXX
PAY NO	XXXXXXXXXX	
INVOICE NO	XXXXXXXXXX	
INVOICE DATE	99/12/99	
DUE DATE	99/09/99	
DISCOUNT DATE	99/09/99	
INVOICE AMT	999,999.99-	
PARTIALS PAID	999,999.99-	
INVOICE BALANCE	999,999.99-	
DISCOUNT BAL	99,999.99-	
INVOICE NET	999,999.99-	
1. AMOUNT TO PAY	999,999.99-	
2. DISC. TO TAKE	99,999.99-	NET AMT 999,999.99-

FIELD NUMBER TO CHANGE --

In conjunction with the generalized selection mode, or on a stand-alone basis, individual invoices or all invoices for a speci-

fied vendor may be selected for or deferred from payment.

Partial payments may be made on any open invoice.

The *Pre-Check-Writing-Report* is printed showing all selected vouchers so that any needed adjustment can be made prior to actually printing checks.

Check Printing

At any time after payment preparation has been done, A/P Checks may be printed. A stub-over-check pre-numbered format is used. The starting check number and check date are entered at the beginning of the procedure.

Provisions are included for restarting check printing from any specified point if necessary to recover from a printer jam.

After printing checks, the *Accounts Payable Check Register* is automatically printed, showing all computer written checks, all manual and prepaids entered since the last check register was printed, and the items paid by each.

Vendor Analysis

The *Vendor Analysis Report* may be printed on request. It shows the total purchases and discounts (year-to-date and last year) with percent of grand total figures for each vendor.

Interface to General Ledger

The distribution to various G/L accounts for all A/P activity is automatically recorded by the system.

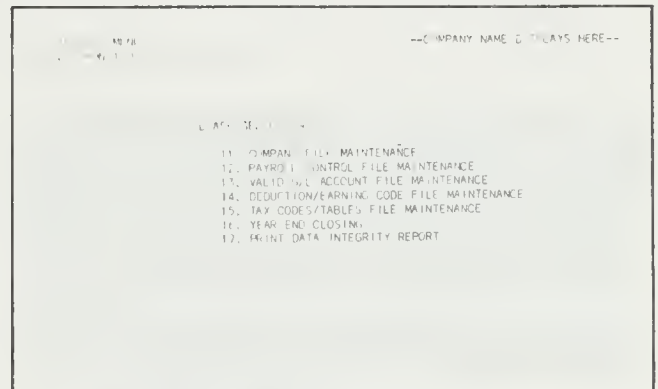
The *Accounts Payable Distribution to General Ledger Report* may be printed on request. This is normally done at the end of each accounting period.

This Accounts Payable system may be automatically interfaced to the MBSI General Ledger system.

NOTE: The sample video screens presented herein are only a small percentage of the total number of screens in this package. To see all the screens and the report formats, purchase the User Manual(s).

Payroll

This is a Payroll system designed for use by small businesses. Although it not necessarily appropriate for every small business, it does include those features most asked for by thousands of users whose experiences over the past seven years with earlier versions of this package have helped to refine it to its current sophisticated level.



- Has employee file maintenance and lists
- Handles both hourly and salary employees on daily, weekly, bi-weekly, semi-monthly and quarterly pay frequencies
- Prints the payroll worksheet to assist in gathering payroll input data
- Allows interactive entry and editing of attendance input data, with edit list and register
- Handles a wide variety of special deductions and earnings
- Allows the user to enter and maintain formulas and tables for federal, state and local tax calculation.
- Automatically calculates the payroll
- Prints the payroll register and deductions register
- Prints payroll checks and the check register
- Allows entry, editing and posting of manual payroll and adjustment transactions, with edit list and register
- Prints a report showing the payroll distributions to the General Ledger
- Prints the history report, the union deductions report and the hours report
- Prints the quarterly report, the non-employee compensation report and the year-end W2 information report
- May be interfaced to the MBSI General Ledger or may be used stand-alone

Control File

An easily maintainable system control file allows the user to set various system-wide parameters which tailor the payroll to his particular business.

The screenshot shows a screen titled "CONTROL FILE" with a header "AMT - 12/84". Below the header, there are several lines of text representing system parameters, such as "A - 1", "A - 2", "A - 3", "A - 4", "A - 5", "A - 6", "A - 7", "A - 8", "A - 9", "A - 10", "A - 11", "A - 12", "A - 13", "A - 14", "A - 15", "A - 16", "A - 17", "A - 18", "A - 19", "A - 20", "A - 21", "A - 22", "A - 23", "A - 24", "A - 25", "A - 26", "A - 27", "A - 28", "A - 29", "A - 30", "A - 31", "A - 32", "A - 33", "A - 34", "A - 35", "A - 36", "A - 37", "A - 38", "A - 39", "A - 40", "A - 41", "A - 42", "A - 43", "A - 44", "A - 45", "A - 46", "A - 47", "A - 48", "A - 49", "A - 50", "A - 51", "A - 52", "A - 53", "A - 54", "A - 55", "A - 56", "A - 57", "A - 58", "A - 59", "A - 60", "A - 61", "A - 62", "A - 63", "A - 64", "A - 65", "A - 66", "A - 67", "A - 68", "A - 69", "A - 70", "A - 71", "A - 72", "A - 73", "A - 74", "A - 75", "A - 76", "A - 77", "A - 78", "A - 79", "A - 80", "A - 81", "A - 82", "A - 83", "A - 84", "A - 85", "A - 86", "A - 87", "A - 88", "A - 89", "A - 90", "A - 91", "A - 92", "A - 93", "A - 94", "A - 95", "A - 96", "A - 97", "A - 98", "A - 99", "A - 100".

These parameters control or determine factors such as whether labor distribution (to G/L accounts) is done; payfactors for overtime and special pay; the number of hours in the user's pay periods(s); and whether meals and tips are to be used (for restaurants).

An easily maintainable look-up file allows the user to define the G/L accounts to which payroll distributions may be made.

Deduction and Earning Codes

The system contains programs for interactive maintenance of the deduction and earning codes file, including add, change/inquire, and delete modes. This file contains the user defined voluntary deductions and miscellaneous earnings used in the system, of which hundreds can be defined.

The *Deduction and Earning Codes List* may be printed on request.

In addition to the user definable deductions, the system also allows specialized deductions for union dues, wage garnishment and loan repayments.

Tax Code and Tax Tables Files

The system allows interactive maintenance of the federal withholding, state withholding, city withholding and earned income credit (EIC) tax tables, as well as FICA (both employee and employer portions), FUI, and SUI percentages and maximums.

Workmen's compensation premium calculation information is also included and maintainable by the user.

The screenshot shows a screen titled "TAX CODE AND TAX TABLES" with a header "AMT - 12/84". Below the header, there are several lines of text representing tax codes and tables, such as "A - 1", "A - 2", "A - 3", "A - 4", "A - 5", "A - 6", "A - 7", "A - 8", "A - 9", "A - 10", "A - 11", "A - 12", "A - 13", "A - 14", "A - 15", "A - 16", "A - 17", "A - 18", "A - 19", "A - 20", "A - 21", "A - 22", "A - 23", "A - 24", "A - 25", "A - 26", "A - 27", "A - 28", "A - 29", "A - 30", "A - 31", "A - 32", "A - 33", "A - 34", "A - 35", "A - 36", "A - 37", "A - 38", "A - 39", "A - 40", "A - 41", "A - 42", "A - 43", "A - 44", "A - 45", "A - 46", "A - 47", "A - 48", "A - 49", "A - 50", "A - 51", "A - 52", "A - 53", "A - 54", "A - 55", "A - 56", "A - 57", "A - 58", "A - 59", "A - 60", "A - 61", "A - 62", "A - 63", "A - 64", "A - 65", "A - 66", "A - 67", "A - 68", "A - 69", "A - 70", "A - 71", "A - 72", "A - 73", "A - 74", "A - 75", "A - 76", "A - 77", "A - 78", "A - 79", "A - 80", "A - 81", "A - 82", "A - 83", "A - 84", "A - 85", "A - 86", "A - 87", "A - 88", "A - 89", "A - 90", "A - 91", "A - 92", "A - 93", "A - 94", "A - 95", "A - 96", "A - 97", "A - 98", "A - 99", "A - 100".

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The *Tax Tables List* may be printed on request.

Employee File

The system contains programs for the interactive maintenance of the employee file, including add, change/inquire and delete modes.

The *Numeric Employee List* and *Alphabetic Employee List* may be printed on request.

In addition to the usual name, address, social security number, pay frequency and rate(s), taxable status and control information, and the appropriate monthly, quarterly and year-to-date figures, the employee

Register and *Deductions Register* are automatically printed.

These reports show full detail of all pay, taxes, EIC, and deductions for each employee. The current pay period's gross pay, FICA, federal, any state and city taxes, and EIC, net pay and any voluntary deductions are summarized for the current period and year-to-date. Also shown are employer liability totals for workman's compensation, FICA and federal and state unemployment.

Check Printing

At any time after payroll has been calculated, payroll checks may be printed. A stub-over-check pre-numbered format is used. The starting check number and check date are entered at the beginning of the procedure.

Provisions are included for restarting check printing from any specified point if necessary to recover from a printer jam.

After printing checks, the *Payroll Check Register* is automatically printed showing each check number, payee's name and amount.

Manual Payroll Entry

Interactive entry, editing and posting of manually written payroll checks and adjustment transactions is provided. The *Manual Payroll Transaction Edit List* is provided as an aid in this process.

Hand written checks may be entered, computer written checks reversed; and adjustments may be made to employee's quarter-to-date and/or year-to-date totals, or General Ledger distributions.

When manual or adjustment transactions are posted, the *Manual Payroll Register* is

automatically printed.

Payroll History Report

The *Payroll History Report* may be printed on request, showing the earnings, taxes and total voluntary deductions for each check for each employee within the specified time period. The report also shows summary workman's compensation figures for the specified period.

Payroll Hours Report

The *Payroll Hours Report* may be printed at any time, showing regular, overtime, special and sick pay hours plus sick pay dollars for each employee quarter-to-date and year-to-date, plus totals.

Union Deductions Report

If union deductions apply, the *Union Deduction Report* may be printed on request, showing each applicable employee's hours, rates of pay, and the amount deducted within the selected time period.

Tax Reports

The system prints the *Quarterly Payroll Report*, *Year-End Payroll Report* (with W2 information) and *Non-Employee Compensation Report*.

Interface to General Ledger

The distribution to various G/L accounts for all Payroll activity is automatically recorded by the system.

The *Payroll Distribution to General Ledger Report* may be printed on request. This is normally done at the end of each accounting period.

This Payroll system may be automatically interfaced to the MBSI General Ledger system or used stand-alone.

NOTE: The sample video screens presented herein are only a small percentage of the total number of screens in this package. To see all the screens and the report formats, purchase the User Manual(s).

General Ledger

This is a General Ledger system designed for use by small businesses. Although it is not necessarily appropriate for every small business, it does include those features most asked for by thousands of users whose experiences over the past seven years with earlier versions of this package have helped to refine it to its current sophisticated level.

```

GENERAL LEDGER                                --COMPANY NAME DISPLAYS HERE--
VERSION 1.0

PLEASE SELECT 99

1. CHART OF ACCOUNTS MAINTENANCE
2. GENERAL JOURNAL TRX PROCESSING
3. STANDARD JOURNAL TRX PROCESSING
4. PRINT TRIAL BALANCE
5. PRINT GENERAL LEDGER WORKSHEET
6. GENERAL LEDGER ACCOUNT INQUIRY
7. PRINT SOURCE CROSS REFERENCE
8. FINANCIAL STATEMENT LAYOUT MAINTENANCE
9. PRINT FINANCIAL STATEMENTS
10. GENERAL LEDGER INTERFACE
    
```

```

GENERAL LEDGER                                --COMPANY NAME DISPLAYS HERE--
VERSION 1.0

PLEASE SELECT 99

11. COMPANY FILE MAINTENANCE
12. ACCOUNTING PERIOD MAINTENANCE
13. TEXT FILE MAINTENANCE
14. SET FISCAL YEAR BEGINNING BALANCES
15. JOURNAL GENERAL LEDGER TRX FILE
16. YEAR-END PROCEDURE
    
```

- **Handles up to thirteen accounting periods**
- **Supports multiple profit centers**
- **Has chart of accounts maintenance and list**
- **Allows general journal transaction entry, editing and posting, with edit list and journal**
- **Allows standard journal transaction entry, editing and posting, with edit list and journal**
- **Prints the trial balance and working trial balance**
- **Allows on-line G/L account detail inquiry**
- **Prints the source cross reference report**
- **Prints the financial statements in flexible, user defined formats**
- **Allows transaction detail to be kept for the year if disk space is available, and has a flexible year-end closing procedure**
- **May be interfaced to the MBSI Accounts Receivable, Accounts Payable, and/or Payroll systems**

Accounting Periods

Using the accounting period file maintenance programs, a user may define a fiscal

year containing from one to thirteen accounting periods.

The *Accounting Period List* may be printed on request.

Profit Centers

Companies with multiple sales departments or branches often require separate Profit and Loss Statements for each such "profit center".

The MBSI General Ledger supports multiple profit centers.

G/L Account Format

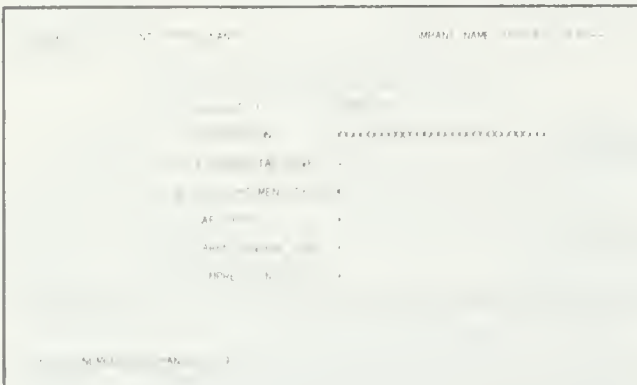
For users which require profit centers, the format for the G/L account number is a 4 digit main account number followed by a hyphen and then the 3 digit profit center.

For users which do not use profit centers, only the 4 digit main account number need be used.

Chart of Accounts

The system contains programs for interactive maintenance of the chart of accounts file, including add, change/inquire and delete.

The *Chart of Accounts List* is available on request.

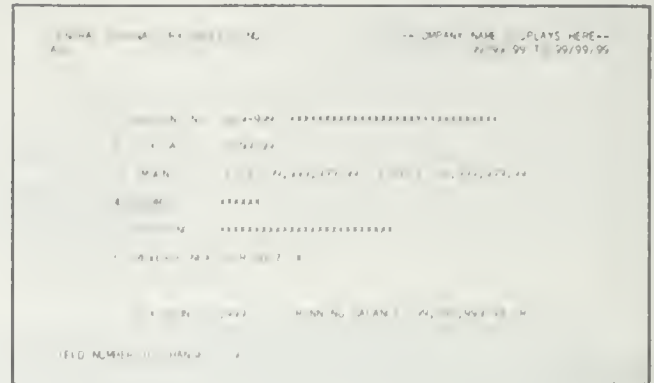


In addition to the G/L account number and account description, the chart of accounts record contains various codes which govern the handling of the account throughout the system.

Up to thirteen periods of budgeting and/or prior year comparative data may be stored for each account.

General Journal Transactions

The system includes programs which allow interactive entry, editing and posting of general journal transactions. The *General Journal Transaction Edit List* is available on request as an aid in the editing process.



General journal transactions may be entered in such a way that they will be automatically reversed next period.

When general journal transactions are posted to the year-to-date file the *General Journal Transaction Register* is automatically printed.

Standard Journal Transactions

A standard journal transaction file may be maintained for recurring journal entries as required. The *Standard Journal Transaction Edit List* may be used to assist in maintaining this file.

Each standard journal transaction may be set up with either a fixed amount which is automatically posted each period or with a variable amount which may be entered each period and then posted.

The *Standard Journal Transaction Register* is automatically printed when these transactions are posted to the year-to-date transaction file.

Date Sensitivity

Date sensitivity is maintained throughout the system so that earlier accounting periods (in the same fiscal year, of course) can be adjusted and re-processed even after they have been closed.

This date sensitivity feature also allows transactions for future accounting periods to be entered but not processed until the future period.

Trial Balance Reports

The system prints the *General Ledger Working Trial Balance* on request, for any specified date range and for all or selected accounts. This report serves as a worksheet for making adjustments to the regular trial balance.

Financial Statement Formats

The system provides for the maintenance of a financial statement format file, which controls the format and descriptive content of the financial statements printed. Up to nine hundred ninety five different financial report formats can be defined if disk space allows.

```

PRINT TRIAL BALANCE

--COMPANY NAME: LUBIN, JAY, HULCH--
00/00 00 11 00, 00 00

PLEASE ENTER:

1. STARTING ACCOUNT 0000-000 XXXXXXXX+XXXXXX+XXXXXX+X
2. ENDING ACCOUNT 0000-000 XXXXXXXX+XXXXXX+XXXXXX+XXXX
3. SHOW DETAIL ? X
4. PROFIT ENTER -00 XXXXXXXX+XXXX+XXXXXX+XXXX+XXXX

```

The regular *General Ledger Trial Balance* may also be printed on request for any specified date range and for all or selected accounts. Detail transactions may optionally be omitted on this report thereby showing only summary figures for each account.

Up to nine levels of subtotals may be user defined on the regular Trial Balance.

Account Inquiry

The account inquiry function allows all transactions for a selected account and within a specified date range to be displayed on the CRT.

[illegible]

Source Cross Reference Report

The *Source Cross Reference* report may be printed on request showing all transactions for the current accounting period for all or selected sources.

This report prints detail transactions from the year-to-date file in order by source. (The source is a code for the origination point of the transaction. For example, when the A/R system is automatically interfaced to the G/L, all G/L transactions interfaced from A/R have "A/R" as their source.)

[illegible]

These programs allow the user to format his financial statements on the CRT by entering the relative position of titles, headings, accounts, textlines, sub-totals, totals, etc. The user defined formats are saved on disk and can be easily added to, changed, or deleted whenever necessary.

On request, the *Financial Statement Format List* and sample financial statements (showing statements as they will print, but without real dollar amounts) may be printed.

Financial Statement Printing

The system prints the user formatted financial statements, including the *Income Statement* (Profit and Loss Statement), *Balance Sheet*, supporting schedules, and the source and application of funds reports (*Statement of Cash Flow*, *Components of Working Capital* and *Changes in Financial Position*) on request.

Financial statements may be printed for any user defined accounting period at any time, and for one or all profit centers. Budget and/or comparative figures may be shown on selected financial statements.

User defined notes, disclaimers, transmittal letters, etc. may also be printed on any of the financial statements.

Year-to-Date Transactions

Providing the user's system has sufficient

disk capacity, all detail transactions for the year may be retained.

However, if disk space is not available, detail may be compressed (summarized) on request.

The compression routine summarizes transactions either by date, or by accounting period using user defined codes associated with each account. Data integrity is always maintained at the accounting period level, allowing reports and financial statements to be re-run for prior periods even after compression.

Year End Procedure

The year end function automatically clears all profit and loss account activity, consolidates balance sheet transactions into one beginning balance transaction for the new year, and rolls the year ending

account totals over into the last year comparative figures.

Interface to other MBSI Systems

MBSI's Accounts Receivable, Accounts Payable, and/or Payroll systems may be interfaced to this General Ledger.

```

      INITIAL 1  X  INTERACT  -- MONTH JAN  YEAR 80 --

      DATA INTER:
      1. INTERFACE WITH OTHER SYSTEMS  XX
      2. START DATE                      04
      3. SUMMARY OR DELETE DATA        X
      4. PROVIDE DETAILED TRANSACTION  X

      FILE NUMBER 11 CHANGE 9
  
```

NOTE: The sample video screens presented herein are only a small percentage of the total number of screens in this package. To see all the screens and the report formats, purchase the User Manual(s).

MBSI now distributes RM/COBOL® for CP/M®

As you probably know, MBSI's general business software is compatible with the programming language known as "RM/COBOL".

RM/COBOL is a high level implementation of ANSI 74 COBOL, and is specifically designed for interactive programming on micro-computers.

In order to make it easier for would-be MBSI licensees to acquire our software, we also distribute the CP/M version of the RM/COBOL language processor.

There are two basic components of RM/COBOL:

The "Compiler" is the portion of RM/COBOL which translates source code into object code.

The "Runtime" is the part of RM/COBOL which actually runs the object code of previously compiled programs.

There are two ways to purchase a license to use RM/COBOL.

One can purchase the "Full System", which includes both the Compiler and Runtime. Or one can purchase only the Runtime.

Typically, a dealer purchases a Full System for his own development use, and only the

Runtime for each of his clients. Since MBSI's standard dealer license prohibits the redistribution of source code, end users seldom require the compiler portion of RM/COBOL.

Here are our prices for RM/COBOL:

Full System	\$750.00*
Runtime only	300.00*

*There is a 20% discount off the above prices for anyone holding a valid MBSI source license.

Currently, we can deliver RM/COBOL on 8" CP/M diskette and various 5¼" diskette formats, and there is an additional charge of \$10.00 for each diskette.

Complete documentation is included with each Full System. No documentation is included with the Runtime only since it is unnecessary. Additional copies of the documentation are \$35.00 each.

Each copy of RM/COBOL is assigned a unique serial number by MBSI, and a simple sublicense agreement must be signed for each copy of either the Full System or the Runtime only.

For more information, contact your sales representative at MBSI.

We'll refund your money if you don't agree this is the best general business software for micros.

If you're an OEM, software house, consultant or computer manufacturer, you know that software is as important today as hardware. So why would you want to use anything less than the best?


Well, you don't have to compromise any more just because you want to use micro-computer hardware.

This is full-feature mini-computer software eased down to micros. 95% of the features currently existing in the DEC®, Data General, Wang, Texas Instruments and Hewlett-Packard versions remains intact. And frankly, we've added an extra dose of user friendliness for our micro end-user friends.

We're so confident that you can't find better quality micro software anywhere, we're making this offer:

If you don't agree that this is the best general business software for micros, or if you're simply not satisfied, return the software within thirty days and we'll refund your money in full.

You can have the best. Write or call for complete information.



mbsi

APPENDIX III.

PROPOSED SYSTEM DESCRIPTION

MIMS Review

Linder

STATE OF MONTANA
DEPARTMENT OF SOCIAL & REHABILITATION SERVICES
INTER-OFFICE CORRESPONDENCE

TO: COMMITTEE MEMBERS (MIMS PROJECT)

Date: October 27, 1980

FROM: Bob Morgan, Program Manager

Bob Morgan

RE: COMMITTEE MEETING CHANGES

Due to conflicts in the coming weeks, the following meetings have been changed.

Committee # 15, "Case and Client" is changed from November 5, 1980 to Monday, November 3 at 8:30 a.m. Participants are Karen Karst, Pat Huber, Mike Caplis, Dick Tiedl, and Jim McCabe.

Committee # 16, "Accounts Receivable" will be rescheduled for later in November.

Committee #17, "EPSDT", will change from November 6 to November 18, at 8:30 a.m. Participants are Bill Tiedl, Dale Huefer, and Doug Egan.

→ Committee # 18, "Department of Revenue" will change from November 6 to November 3 at 1:15 p.m. Participants are Karen Karst, Pat Huber, Ray Linder, and Jim McCabe.

Please note these changes on your schedules. Meeting places will be posted outside Jack Carlson's office, 2nd floor, SRS.

RM/pm

Ray Linder

STATE OF MONTANA
SOCIAL AND REHABILITATION SERVICES

INTER-OFFICE CORRESPONDENCE

FROM: Bob Morgan, Manager
MIMS Rewrite Project

Date: September 25, 1980

TO: All MIMS (Montana Income Maintenance System) Participants

RE: Schedules for completing Output, Functional and Input Requirements tasks of Phase III

In order to complete the referenced tasks noted above, various committee assignments have been made to expedite the task of finalizing the review of Output requirements, and provide a forum for addressing functional and input requirements of the proposed system.

For the past two weeks, Mary Culver, Information Systems Division (ISD) Systems Analyst and myself have spent considerable time rethinking and restructuring the functions and activities associated with the project. As a method to streamline and attempt closure of the tasks addressed, we have redefined the functions of the system, by combining and consolidating the information and requirements into more logical sequences and functions (see attached "Functional Overview"). For those of you who have been previously involved in the rewrite, you will notice that the number of functions have been reduced from the original nine to the present four.

Attached is a copy of the "Committee Agendas/Schedules". I would ask that you study this document, and make note of the scheduled meetings that you are requested to attend. This document should provide an orderly means of addressing proposed system requirements; and includes a list of participants for each committee, a preparatory statement for committee members, and a meeting time. Also attached is the "Preliminary Functional Requirements Definition". This document describes the preliminary functional requirements that the proposed MIMS System should provide.

As stated on the agenda/schedule, all morning meetings commence at 8:30, and afternoon meetings at 1:15. Please meet at Jack Carlsons' office, Economic Assistance Div., SRS. Mary Culver and myself will be present at all meetings.

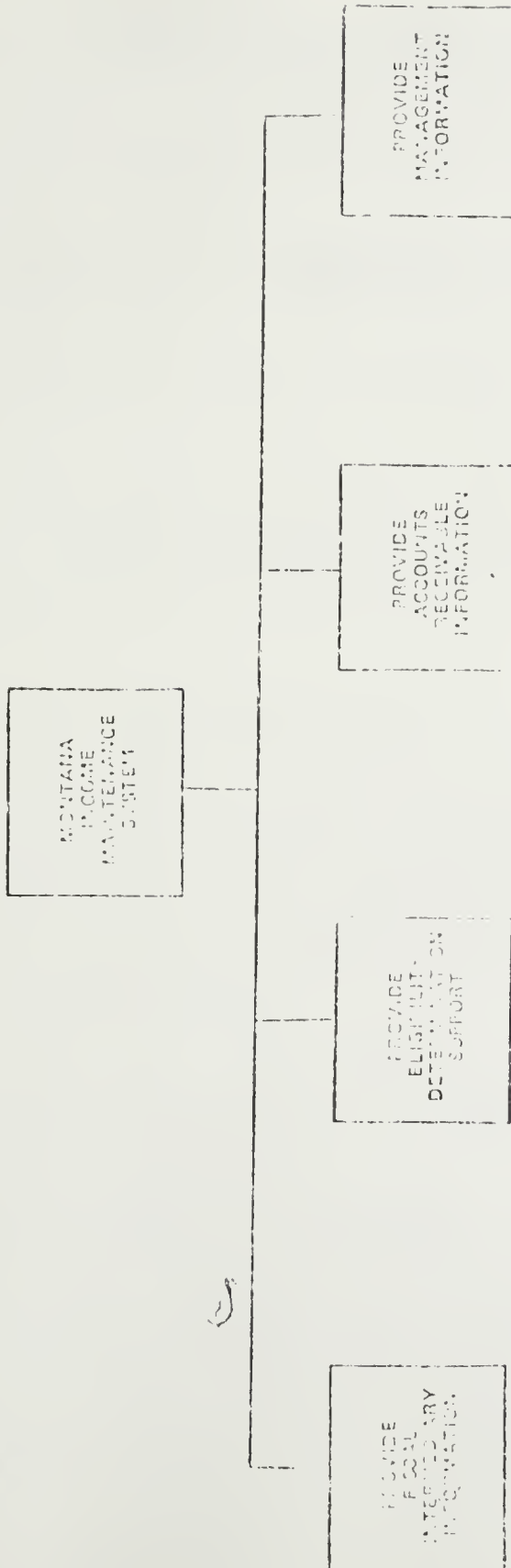
All MIMS Participants
September 25, 1980
Page 2

I would further ask that you be prepared to address the functions as described in the "Preliminary Functional Requirements Definition" and on the agenda/schedule. Please feel free to call me at 3952 if you have any questions regarding the tasks or schedules.

You will find attached a colored sheet with the numbers of the committees you are assigned to. These numbers correspond with the numbers on both the "Committee Agenda/Schedule" and the "Preliminary Functional Requirements Definition". Also attached are the draft output requirements for each functional area to be addressed by your specific committee(s).

BM:es

FUNCTIONAL OVERVIEW



COMMITTEE AGENDAS/SCHEDULES

Items to be addressed/resolved per preliminary functional requirements definitions by MIMS committees.

PLEASE NOTE:

- All A.M. sessions commence at 8:30 A.M.,
- All P.M. sessions commence at 1:15 P.M.,
- meet at Jack Carlsons office, Econ. Ass't. Div., SRS

- (1) FISCAL INTERMEDIARY (Karl Banschbach, Bill Ikard, Jim Sveinson, Jack Ellery, Pat Huber)

The committee should be prepared to discuss MIMS support requirements as defined by the MIMS RFP.

Oct. 2, P.M.

- (2) FOOD STAMPS (JoAnne Johnson, Elsie Erickson, Jim Sveinson, Mike Caplis)

The committee should be prepared to discuss manual and automated support requirements for maintaining Food Stamp inventory and issuance. The committee should be prepared to discuss centralized issuance, staggered issuance, and regular issuance.

Oct. 6, A.M. and P.M.

- (3) REDETERMINATION and RECERTIFICATION (Pat Huber, Karen Karst, Dick Field, Mike Welsh, Lowell Uda)

The committee should be prepared to discuss which types of activities (per program type) may effect changes in program participation, and whether these changes should be included in a forecast for the Technician's use. Be prepared to define mass change system requirements. Discuss system retention of information (data) that is inaccurate, no longer current, or no longer used. Prepare to discuss manual and automated operations regarding redetermination of eligibility.

Oct. 7, P.M., Oct. 8, A.M. and P.M.

- (4) ISSUANCE (Gary Managhan, Bob Montgomery, Mike Caplis, Jo Anne Johnson, Karl Banschbach, Bill Ikard, Jack Ellery, Pat Huber)

The committee should be prepared to discuss manual and automated procedures for issuance of proof of eligibility and/or actual assistance program benefits. This discussion should address processes for first check activity, medical travel payments, vendor payments, expedited food coupon issuance, restored coupon issuance and supplemental coupon issuance. The committee should address the need for "hold" capabilities. The discussion should provide a general overview of adjustments due to repayments agreements.

~~Oct. 10, P.M. and~~ Oct. 11, A.M. & P.M.

- (5) NOTIFICATION (Pat Huber, Karen Karst, Dick Field, Mike Welsh, Lowell Uda)

The committee should be prepared to discuss which types of notification per program or case would be required for automated system issuance. The committee should be prepared to discuss timing requirements.

Oct. 16, A.M. and P.M.; Oct. 17, A.M.

DETERMINATION, VERIFICATION and DOCUMENTATION

- (6) Nursing Home Resources (Karl Banschbach, Bill Ikard, Pat Huber)
(7) Comparisons (Jim McCabe, Karen Karst, Jack Ellery)
(8) Foster Care (Gary Managhan, Karen Karst, Dick Field)
(9) Enumeration (Vicki Stroop, Pat Huber)
(10) BENDEX/Buy-In (Pat Huber, Cheryl Hooper, Bill Ikard, Jack Ellery, Jim McCabe)
(11) SSI/SDX (Pat Huber, Vicki Stroop, Dick Field)

These various committees should be prepared to discuss existing system requirements related to the accessing and processing of this information. The discussions should include manual, automated and timing considerations.

Oct. 20, P.M. Nursing Home Resources
Oct. 21, A.M. Comparisons
Oct. 22, A.M. Foster Care
Oct. 22, P.M. Enumeration
Oct. 23, P.M. and Oct. 24, A.M. BENDEX and BUY-IN
Oct. 27, A.M. SSI/SDX

- (12) FISCAL BUREAU (Gary Managhan, Bob Montgomery, Pat Huber, Mary Condie)
(13) STATE AUDITOR (Gary Managhan)

These committees should be prepared to discuss warrant issuance cycles (daily, monthly). Discuss effect of "hold" codes and cancelled checks for SBAS and Warrant System reconciliation. Include discussion of vendor payments reconciliation.

Oct. 28, A.M. Fiscal Bureau
Oct. 28, P.M. State Auditor

- (14) INTAKE (Karen Karst, Pat Huber, Mike Welsh, Dick Field, Lowell Uda, Gary Managhan)

This committee should be prepared to discuss system informational requirements regarding case, client and benefit information, per specific program type (ref. the TAD).

Oct. 29, P.M., Oct. 30, A.M. and P.M.

- (15) CASE and CLIENT (Karen Karst, Pat Huber, Mike Caplis, Dick Field, Jim McCabe)

The committee should be prepared to discuss types and availability of information maintained for system reference (such as eligibility dates, previous eligibility periods; per program type, per client, per case, etc.).

Nov.5, A.M.

- (16) ACCOUNTS RECEIVABLE (Jim McCabe, Jon Chacopolous, Gary Managhan)

The committee should be prepared to discuss manual and automated processing requirements to support the accounts receivable function.

Nov.5, P.M.

- (17) EPSDT (Bill Ikard, Dale Haefer, Doug Egan)

The committee should be prepared to discuss system requirements for maintaining and reporting EPSDT information.

Nov.6, A.M.

- (18) DEPARTMENT of REVENUE - Child Support Enforcement Bureau
(Karen Karst, Pat Huber, Ray Linder, Jim McCabe)

→ The committee should be prepared to discuss the methods of providing absent parent information to the Department of Revenue (manual, automated, as well as timing requirements).

Nov. 6, P.M.

- (19) SRS-STATE (Doug Egan, Lee Tickell, Jack Lowney)
(20) SRS-COUNTY (Pat Huber, Karen Karst, Lee Tickell)
(21) QUALITY CONTROL (Doug Egan, Anna Marie Bartole)
(22) SOCIAL SERVICES (Norma Vestre, Don Sekora)
(23) PROGRAM INTEGRITY BUREAU (Jim McCabe, Pat Foster)
(24) STATISTICAL REPORTS (Doug Egan, Jack Lowney)
(25) INDOCHINESE REPORT (Doug Egan, Gary Managhan)
(26) FEDERAL REPORTS (Doug Egan, Jack Lowney)
FEDERAL FOOD STAMP REPORTS (JoAnne Johnson, Elsie Erickson, Mike Caplis, Jack Lowney)

These various committees should be prepared to verify that all informational requirements have been identified.

Nov.7, A.M. SRS-State
Nov.7, P.M. SRS-County
Nov.10, A.M. Quality Control
Nov.10, 11:00 A.M. Social Services
Nov.10, P.M. Program Integrity Bureau
Nov.12, A.M. and P.M. Statistical Reports
Nov.12, 4:00 P.M. Indochinese Report
Nov.13, A.M. Federal Reports
Nov.13, P.M. Federal Food Stamp Reports

(27) DATA PROCESSING (Pat Huber, Jack Ellery, Jim Sveinson)

The committee should be prepared to discuss and define
system control requirements.

Nov. 17, A.M. and P.M.

48/8
DRAFT

Absent Parent Report - Daily

The purpose of this report is to provide a reference listing of the modifications made daily to the absent parent information maintained by the system.

The informational requirements consist of:

- . Report Date
- . County of Responsibility
- . County of Application
- . Position Number
- . Position Name
- . Case Name
- . Case Identifier
- . Case Address
- . Case Telephone Number
- . Case Categories of Assistance
- . AFDC Grant Amount
- . Absent Parent's Social Security Number
- . Absent Parent's Name
- . Absent Parent's Address
- . Good Cause Status
- . Duty of Support
- . Absent Parent's Child Support Amount
- . Client's Verified or Temporary Social Security Number
- . Client's Name

The sequence of the report should be Client's Verified or Temporary Social Security Number within Absent Parent's Social Security Number within Case Identifier within Case Name within Position Number within County of Application within County of Responsibility. It should be noted that multiple Absent Parents may need to be reported per case.

The report would be used primarily by the Child Support Enforcement Bureau of the Department of Revenue. It would also be distributed to the Fiscal Bureau.

APPENDIX III.

PROPOSED SYSTEM DESCRIPTION

Federal & State Report Formats

**CHILD SUPPORT ENFORCEMENT ACTIVITIES AND STAFF
UNDER TITLE IV-D OF THE SOCIAL SECURITY ACT**

Form Approved
OMB No. 72-R1058

Notice: 45 CFR Section 302.15 (a) (2) provides authority to require the submission of this report. Failure to report can result in a finding of noncompliance with State plan requirements. (45 CFR Section 305.35 (b))

FILL IN EACH BLOCK. IDENTIFY ALL ESTIMATES

State: _____	Quarter Ended _____	
A IV-D Caseload (Count each absent parent as one case).¹	Receiving AFDC	Not Receiving AFDC
1. Cases continued from prior quarter		
2. Cases opened by referral or application (include Interstate cases)		
3. Cases closed		
4. Cases open on last day of quarter		
B Successful actions intrastate and interstate performed by reporting State²	Receiving AFDC	Not Receiving AFDC
1. Location made		
2. Paternity established (by court order or acknowledgement)		
3. Support obligation established (Include modification actions to increase support obligations, exclude obligations established as part of action under B 2)		
4. Sum of monthly obligations established in this quarter (Dollar amounts resulting from actions taken under B 2 and B 3, count only amount of increase in modification actions)	\$	\$
C Collections and obligations (Intrastate and interstate by reporting State)	Receiving AFDC	Not Receiving AFDC
1. Number of cases in which a collection was made in the second month ¹ of this quarter		
a. On an obligation established by Court order		
b. On an obligation established by administrative procedure (other means)		
2. Total dollar amount of established obligations outstanding the second month of this quarter	\$	\$
3. Total dollar amount of arrearages unpaid on court or administrative order in the second month of this quarter	\$	\$
4. Total dollar amount of collections made on arrearages unpaid on court or administrative order in the second month of this quarter	\$	\$
D Status of Collections (In this section only, count collections made by the reporting State for the reporting State and collections made by another State and transferred to the reporting State)	Receiving AFDC	Not Receiving AFDC
1. Number of cases in which a collection was distributed in the second month of the quarter		
2. Number of AFDC cases in which a collection has been made but not distributed by the second month of the quarter		

¹An absent parent responsible for support of children in more than one family is counted once for each family. Count as open both active and inactive cases

²Count all actions taken in each case

One month equals 4 1/3 weeks.

E. Federal Court 1. Number of cases in which a collection was made in this quarter through use of Federal Court	Total AFDC and Not Receiving AFDC	
2. Total dollar amount of collections made in this quarter through use of Federal Court	\$	
F. Interstate Activity 1. Requests for assistance sent to another State 2. Requests for assistance received from another State	Receiving AFDC	Not Receiving AFDC

Complete the following items on the report of the quarter ending September 30 only

G. Staff employed on last working day of quarter (September 30) 1. State and local IV-D Agency 2. Under cooperative agreement and purchase of service agreement	Full-Time Equivalent	
H. AFDC reduction of burden during 12 months ending September 30. 1. AFDC cases closed in which child support payments were a factor 2. AFDC recipients removed from rolls as a result of child support enforcement activity 3. AFDC applications withdrawn as a result of child support enforcement activity 4. Other (Specify)		
I. Non-cooperation in establishing paternity and security support (45 CFR 232.12) 1. Number of cases in which refusal to cooperate occurred 2. Number of cases in which good cause for refusing to cooperate was determined pursuant to Section 402(a)(26)(b)(ii)	Receiving AFDC	Not Receiving AFDC

QUARTERLY REPORT OF COLLECTIONS

No grant may be awarded unless this form is completed and submitted as required by Sections 403 and 457 of the Social Security Act (42 U.S.C. 603 and 657).

STATE		QUARTER ENDED	
ITEM		AFDC	NON-AFDC
1. Collections Undistributed at End of Last Quarter			
2. Collections Made by the State During the Quarter on Its Own Behalf			
3. Collections Received by the State During the Quarter from Other States			
4. Collections Reclassified During the Quarter			
5. Collections for Terminated AFDC Cases			
6. Total Collections Distributed			
7. Collections Distributed to Families			
8. Collections Retained by the State			
9. Collections Remaining Undistributed			
10. Federal Share of Collections Retained by the State			
11. Incentive Payments			
12. Net Federal Share of Distributed Collections (This amount should also be included with collections reported quarterly to the AFDC program.)			
SIGNATURE		TITLE	
AGENCY		DATE	

INSTRUCTIONS FOR COMPLETING FORM OCSE-34 "QUARTERLY REPORT OF COLLECTIONS"

This form is used by the State to report the total amount of collections received during the quarter as child support payments and the disposition of those collections during the quarter. This report should be completed and submitted within 30 days of the end of each quarter.

Columns: The amounts in the AFDC column are applicable to those cases for which an assignment has been made to the State. The amounts in the non-AFDC column are applicable to those cases for which there is no assignment and an application has been made for child support services plus those cases that fit the definition under Item 5.

Item 1: Collections Undistributed at the End of Last Quarter. This will be the "opening balance" of collections that were not distributed by the last day of the preceding quarter. (From Item 9 of the previous OCSE-34).

Item 2: Collections Made by the State During the Quarter on Its Own Behalf. The total amount of child support payments collected from absent parents by the State's collection service, including collections made directly from out-of-state absent parents. Also include child support payments collected on behalf of the State by the Internal Revenue Service, either from individual cases certified for full collection services or from cases in which child support payments were offset from Federal income tax refunds.

Item 3: Collections Received by the State During the Quarter from Other States. The total amount of child support payments collected on behalf of the State by other States and transferred to the State during the quarter.

Item 4: Collections Reclassified During the Quarter. Collections previously reported in items 1, 2 or 3 as AFDC collections but reclassified or adjusted during the quarter including the following situations:

—collections entered into the system erroneously identified as child support;

—any erroneous classification or accounting of collections received which should not be distributed as AFDC collections; and

—any adjustment to amounts reported as AFDC collections in a previous quarter.

(Note: The amount in Item 4 will often be a negative number.)

Item 5: Collections for Terminated AFDC Cases. The portion of the non-AFDC child support collections reported in items 2 and 3 that were collections for terminated AFDC cases pursuant to section 457(c)(1) of the Social Security Act. These will be current collections made for families that are no longer AFDC recipients. Any arrearages being collected on behalf of these same cases should be included as AFDC collections in items 2 or 3.

Item 6: Total Collections Distributed. That portion from the net of items 1, 2, 3, and 4 that the State processed under the distribution procedures set forth in Section 457 of the Social Security Act. This amount will be divided between items 7 and 8, below.

Item 7: Collections Distributed to Families, AFDC: The portion of item 6 that was forwarded to the family during the quarter pursuant to the distribution procedures under Section 457(b)(2) and (3)(B). **Non-AFDC:** The portion from the total of items 2 and 3 that were forwarded to the non-AFDC family after deducting the cost of making such collections as provided under Section 454(6)(c) of the Social Security Act. (These costs are reported in item 14 of Form OCSE-41, "Financial Status Report".)

Item 8: Collections Retained by the State. The total amount representing payments on the required support obligation for the current and prior months which are retained by the State to reimburse, in whole or in part, an assistance payment to the family under Sections 457(b)(1) and (3)(A) of the Social Security Act.

Item 9: Collections Remaining Undistributed. Collections that were not distributed by the last day of the quarter being reported. (Combination of items 1, 2, 3, and 4, less item 6.)

Item 10: Federal Share of Collections Retained by the State. This is the reimbursement to the Federal government from amounts retained by the State. The amount is determined by multiplying the amount in item 8 by the regular or Federal medical assistance percentage under either Section 403(a) or 1118 of the Social Security Act, respectively.

Item 11: Incentive Payments. Total amount of incentive payments made on both inter- and intra-State collections. This amount will be 15% of the eligible collections included in item 8, above. (If, in rare cases, incentives are paid at a rate other than 15%, please note those amounts and rates in a footnote or attachment.)

Item 12: Net Federal Share of Distributed Collections. Item 10 less Item 11. (This amount should also be shown as child support collections on the quarterly expenditure report submitted for the Aid to Families with Dependent Children program.)

Signature: This report should be signed by the responsible State official, including that person's title, the name of the submitting agency and the date submitted.

QUARTERLY BUDGET ESTIMATES
(Dollars In Thousands)

SEE INSTRUCTIONS
ON REVERSE

STATE

SUBMISSION

☐ MAY 1

☐ AUGUST 15

☐ NOVEMBER 15

☐ FEBRUARY 15

FISCAL YEAR 19	REPORTING QUARTERS				FISCAL YEAR TOTAL
	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEP	
1. Total AFDC child support collections (Sum of 2, 3 and 4)					
2. Amounts to be paid to families					
3. Amount retained by State to reimburse its share of assistance payments					
4. Total Federal share of amounts retained as reimbursement of assistance payments					
5. Incentive payments to enforcing and collecting jurisdictions					
6. Net Federal share of child support collections (Item 4 less item 5)					
7. Federal share of administrative costs					

8. Non-AFDC portion of administrative costs

%

9. AFDC Cases (Absent parents)

FISCAL YEAR 19	REPORTING QUARTERS				FISCAL YEAR TOTAL	FY 19	FISCAL YEAR TOTAL
	OCT-DEC	JAN-MAR	APR-JUN	JUL-SEPT			
1. Total AFDC child support collections (Sum of items 2, 3 and 4)							
2. Amounts to be paid to families							
3. Amount retained by State to reimburse its share of assistance payments							
4. Total Federal share of amounts retained as reimbursement							
5. Incentive payments to enforcing and collecting jurisdictions							
6. Net Federal share of child support collections (Items 4 less item 5) ..							
7. Federal share of administrative costs							
8. Non-AFDC portion of administrative costs					%		%
9. AFDC Cases (Absent parents)							

SIGNATURE

TITLE

NAME OF AGENCY

DATE

Instructions for Form OCSE-25, Quarterly Budget Estimates

Each amount defined below should be entered where indicated on this form. All dollar amounts are to be entered as thousands with "000" omitted. All case number amounts are to be entered as whole numbers.

Dollar amounts reported on this form will be either estimates or actual expenditures depending on the submission being prepared. The amounts reported for past quarters should match similar amounts reported for those quarters on the quarterly expenditure reports and amounts reported for the immediately upcoming quarter should match the similar amount being estimated for that quarter on the form submitted prior to the quarter requesting Federal funds.

This form is to be submitted quarterly, no later than May 1, August 15, November 15 and February 15 each year. Each report shall contain amounts for two fiscal years divided by quarters and a third fiscal year containing only the estimated yearly total. (e.g., the four consecutive reports being May 1, 19x1 contain quarterly amounts for fiscal years 19x1 and 19x2 and a total yearly estimate for fiscal year 19x3; the four consecutive reports being May 1, 19x2 contain quarterly amounts for fiscal years 19x2 and 19x3 and a total yearly estimate for fiscal year 19x4). Indicate the submission being prepared by marking the appropriate box.

All references to "fiscal year" on this form pertain to the Federal fiscal year of October 1 through September 30.

Column Content

For the first two fiscal years reported, enter the actual or estimated dollar amounts (or, for Item 9, the actual or estimated case count amount), as appropriate, for each quarter indicated. The totals of these amounts should be in the "Fiscal Year Total" column.

For the third fiscal year reported enter only the total estimated dollar (or case count) amount for that year.

For all three years, Item 8 is a percentage as defined below.

Items

Item 1 - AFDC child support collections required to be distributed pursuant to Section 457 of the Social Security Act. (Item 1 is the sum of Items 2, 3, and 4)

Item 2 - Collections reported in Item 1 which will be paid to the family pursuant to Sections 457(b) and 402(a)(28) of the Social Security Act.

Item 3 - Collections to be retained by the State to reimburse the State's share of assistance payments pursuant to Section 457(b)(1) and 3(A) of the Social Security Act. *This amount excludes the Federal share of collections which is reported in Item 4.*

Item 4 - Total Federal share of amounts retained to reimburse assistance payments (Items 1 minus the sum of Items 2 and 3).

Item 5 - Amounts to be paid as incentives to collecting jurisdictions pursuant to Section 458(a) of the Social Security Act.

Item 6 - Net Federal share of collections (Items 4 minus Item 5). (See Note below).

Item 7 - Net Federal share of costs combining both the 75 and 90 percent FFP rates for the administration of the program. (See Note below)

Item 8 - The portion of the yearly total of the Federal share of administration costs as reported in Item 7 that is attributable to non-AFDC expenditures. This number should be expressed as a percentage.

Item 9 - Number of AFDC cases (absent parents) for whom a collection has been made (where this amount is an "actual" - not estimated - case count, this number should also be shown as Item C. 1. of Form OCSE-3)

Note: Where the amounts shown for successive quarters in Items 6 and 7 indicates an increase or decrease of at least 5 percent, attach a "Statement of Assumptions for Projections and Reasons for Differences Between Quarters" This Statement must include a brief narrative specifying the assumptions used in developing the annual projections and the cost figures for each assumption.

INSTRUCTIONS FOR COMPLETING FORM OCSE-41, "FINANCIAL STATUS REPORT" (CHILD SUPPORT ENFORCEMENT PROGRAM)

State agencies administering the Child Support Enforcement program under title IV-D of the Social Security Act are required to submit a quarterly report of expenditures. A separate report is to be completed for each quarter within 30 days of the end of the quarter.

Item 1: Completed

Item 2: Omit. Not applicable

Item 3: Indicate name of State and agency responsible for the administration of the Child Support Enforcement program.

Item 4: Enter the "Entity Identification Number" from the grant award computation sheet.

Item 5: Omit. Not applicable

Item 6: Omit. Not applicable

Item 7: Omit. Not applicable

Item 8: Enter the applicable Federal fiscal year from October 1, 19____ to September 30, 19____.

Item 9: Indicate current quarter for which this report is submitted.

COLUMNS (ITEMS 10 - 20)

(a) This column will contain amounts applicable only to the quarter shown in Item 9.

(b) This column will contain amounts increasing claims from prior quarters. All such claims must be submitted within two years of the quarter in which the expenditure was made. Indicate in a footnote or an attachment the applicable quarter(s) and amount(s).

(c) This column will contain amounts decreasing claims from prior quarters. Indicate in a footnote or an attachment the applicable quarter(s) and amount(s).

Item 10: Total Expenditures Computable for Federal Funding. Computed as the sum of items 11 and 12. This item is included for the ease of the State's computations and its submission is optional.

This item is the total amount of expenditures made by the State that qualify for Federal financial participation (FFP). Columns (b) and (c) should include any adjustments to be made to prior quarter claims.

Item 11: Computable AFDC Expenditures. The amount of expenditures made by the State that qualify for FFP and are related to AFDC program cases.

Item 12: Computable Non-AFDC Expenditures. The amount of expenditures made by the State that qualify for FFP and are related to non-AFDC program cases.

Item 13: Application Fees. Amount of application fees collected for child support services from persons who are not AFDC recipients as provided under Section 454(b)(3) of the Social Security Act.

Signature of Executive Officer

This expenditure report must be signed by the executive officer of the State agency or an authorized representative and should indicate the organizational title of the person and the date the report is signed. At least one copy submitted should include an original signature; additional copies may include a photocopy signature.

By signing this form, the executive officer states that the information provided on this report and all attachments is accurate and correct.

Revisions

If, after this report is submitted, additional information indicates that the original report was incorrect, a revised report may be submitted. A supplemental grant award may be computed and issued on the basis of the revised report. Revisions to "current quarter" expenditures should not be submitted later than 90 days following the end of the quarter for which the report is being submitted. Should it be necessary to make revisions after that time, they should be reported on subsequent statements as increases or decreases in "prior quarter" expenditures.

Item 14: Costs Collected in Excess of Fees. The costs incurred by the State and collected from persons who are not AFDC recipients in excess of the application fees requested in Item 13 as provided under Section 454(b)(3) of the Social Security Act.

Item 15: Net Expenditures Computable for Federal Funding. Computed as the sum of items 16, 17 and 18 OR the difference between items 11 plus 12 less 13 plus 14. This item is included for the ease of the State's computation and its submission is optional.

Item 16: ADP Developmental Expenditures Approved for 90% Funding. The net amount of State expenditures that have been approved for Federal funding at the 90% rate for the development of a child support ADP system as provided under Section 455(a)(3) of the Social Security Act.

Item 17: All Other ADP Expenditures Eligible for 75% Funding. The net amount of State expenditures including those approved for Federal funding at the 75% rate for the development of a child support ADP system and all expenditures for operating ADP child support systems.

Item 18: Other Non-ADP Expenditures Eligible for 75% Funding. The net amount of State expenditures not included in either Items 16 or 17 that are eligible for Federal funding at the 75% rate under Section 455(a)(1) of the Social Security Act.

Item 19: Federal Parent Locator Service Fees. Fees charged by the Office of Child Support Enforcement to the States for the use of the Federal Parent Locator Service as provided under Section 453(e)(2) of the Social Security Act.

Item 20: Net Federal Share of Expenditures. The total Federal share of expenditures for current quarter as shown in column (a) and the increasing and decreasing adjustments to prior quarter claims as shown in columns (b) and (c), respectively.

This item is computed as follows:

$$(\text{Item 16} \times 90\%) + (\text{Item 17} \times 75\%) + (\text{Item 18} \times 75\%) - (\text{Item 19})$$

Indirect Expense data: Omit. Not applicable

Footnotes: Whenever amounts are shown in columns (b) or (c) as prior quarter adjustments, the applicable fiscal years and quarters should be indicated in a footnote or an attachment. If more than one fiscal quarter is involved in either column (b) or (c), the amounts should be properly allocated between the quarters. If prior quarter adjustments are the result of audit findings, indicate the applicable Audit Control Number.

ANALYSIS OF CHILD SUPPORT ENFORCEMENT OPERATIONS

PREPARED BY:

DATE FILED

QUARTER ENDING:

ITEM	REGION II GT. FALLS NAVRE	REGION III BILLINGS MILES CITY	REGION IV BUTTE HELENA	REGION V MISSOULA GLATHEAD	STATEWIDE AFDC NAFDC	DATE OF PRIOR QUARTER
1 CURRENT COLLECTION						
2 ARREARAGE COLLECTION						
3 TOTAL OFFICE COLLECTION						
4 TOTAL REGIONAL COLLECTION						
5 COLLECTIONS PER EMPLOYEE						
6 TOTAL DISTRIBUTIONS						
7 TOTAL RETAINED DISTRIBUTIONS						
8 TOTAL EXPENDITURES COST						
9 EFFECTIVE RATIO						
10 TOTAL IV-A						
11 AFDC PAYMENTS						
12 AFDC RECOVERY						
13 EFFICIENCY RATIO						
14 CASELOAD END OF QUARTER						
15 * CF CASELOAD COLLECTED ON FOR (mo.)						
16 # CF CASES COLLECTED ON						
17 # CASES OPENED						
18 # CASES ACTIVE						
19 # CASES INACTIVATED						
20 # CASES CLOSED						
21 # PATERNITY ESTABLISHED						
22 # SUPPORT OBLIGATIONS ESTABLISHED						
23 # ADDRESS LOCATIONS						
24 # ASSET LOCATIONS						
25 # AND AMOUNT OF WAGE ASSIGNMENTS						
26 # AND AMOUNT OF WIFES OF EXECUTION						
27 # AND AMOUNT OF SETTLEMENTS						
28 # ADMINISTRATIVE HEARINGS						
29 # OF UPDATES INITIATED						
30 # OF WARRANT FOR DISTRAINT FILED						
31 INCENTIVES PAID TO MONTANA						
32 INCENTIVES PAID TO COUNTIES						
33 STATE'S RETURN PER \$ SPENT						
34 FEDERAL'S RETURN PER \$ SPENT						

STATE OF MISSISSIPPI

CHILD SUPPORT ENFORCEMENT

FISCAL YEAR 1982

MONTH/YEAR	COLLECTIONS				EXPENDITURES				MT GROSS RATIO COLL/COST	STATE SHARE NAFDC FEES	NET MT RATIO COLL/COST	INCENTIVE PAID TO M
	NAFDC DIST	AFDC NET DIST	FEDERAL	STATE	COUNTY	TOTAL COST	FEDERAL	STATE	COUNTY			
JULY 81	38,992	83,438	53,634	23,169	6,635			857				9,196
AUG 81	36,654	81,646	52,482	22,709	6,455			902				10,011
SEPT 81	46,471	79,199	50,909	22,056	6,234			1,052				9,836
1ST QUARTER	122,117	244,283	157,025	67,934	19,324	197,495	148,121	45,413	3,961	150	159	29,043
OCT 81	45,108	85,644	55,988	23,045	6,611			1,022				10,572
NOV 81	41,142	80,245	52,432	21,628	6,185			1,281				10,435
DEC 81	47,292	76,572	50,073	20,607	5,892			631				9,265
2ND QUARTER	133,542	242,461	158,493	65,280	18,688	252,241	189,181	51,134	11,926	128	135	30,272
JAN 82	39,873	76,036	49,681	20,521	5,834			1,152				9,583
FEB 82	37,013	77,645	50,732	20,907	6,006			928				10,231
MAR 82	47,489	106,800	69,782	28,784	8,234			1,225				13,817
3RD QUARTER	124,375	260,481	170,195	70,212	20,074	295,550	221,663	64,932	8,955	108	113	33,631
APR 82	41,599	87,010	56,851	23,423	6,736			817				10,888
MAY 82	51,152	113,750	74,323	30,601	8,826			1,359				14,324
JUNE 82	51,317	180,878	118,185	48,758	13,935			1,037				24,368
4TH QUARTER	144,068	381,638	249,359	102,782	29,497	322,700	242,025	67,680	12,995	152	159	49,580
FY 82 TOTAL	524,102	1,128,863	735,072	306,208	87,583	1,067,986	800,990	229,159	37,837	134	141	142,526

APPENDIX IV.
COST/BENEFIT ANALYSIS

Time Study

WORK CATEGORIES

EMPLOYEE	1	2	3	4	5	6	7	ALLOCATED TOTAL	GRAND TOTAL WORKED	%
----------	---	---	---	---	---	---	---	-----------------	--------------------	---

KOCH					4.25			4.25	8.00	--
SHOBER			34.50					34.50	34.50	--
SHAW			32.00					32.00	32.00	100
KEITH		.25	38.50			1.25		40.00	40.00	--
PAINTER	10.00			10.00				20.00	40.00	--
BECKER			30.50					30.50	32.00	95
ECKHART	5.50							18.75	32.00	58
KNUDSON	.50	3.00	1.00	9.00	2.00	9.25	4.00	18.50	32.00	57
SHAW	12.50					3.50		16.00	32.00	50
WALDRON		1.00	1.50		19.00			21.50	32.00	67
HANSEN			8.00		4.00			12.00	32.00	38
ANDREN	1.75					9.00	3.25	14.00	32.00	44
KLOCKHAMMER	1.00		14.25	4.50	3.50			23.25	32.00	73
SUTHERLAND		.50	.50			1.25		2.25	32.00	07
BETTERMAN	1.75	5.75	6.25		15.50			29.25	32.00	91
RACICOT		2.00	2.00		17.00			21.00	32.00	66
HANSEN	5.50					10.25		15.75	32.00	49
TRUYTER	6.25	5.75	9.50			2.50		24.00	32.00	75
PATERNI	2.75	4.50	18.25			5.00		30.50	32.00	95
JEAN			3.50		9.50	7.25	1.00	21.25	32.00	66
SHIREK	2.00	10.75	1.50		.75	6.00	1.75	22.75	32.00	71
SALZWEDEL	.75	3.25	9.75	1.50	5.50			20.75	32.00	65

1,167 ÷ 18 = 65% Average Per Report

Field FTE = 29 x .65= 18.85
 SPU FTE = 4 x 1.00= 4.00
 Other FTE = 6 x .15= .90
 TOTAL 23.75 ÷ 39 = 61% of Personnel devoted to 1-7

WORK CATEGORY CODES

- 1 File Set-up/Bradford
- 2 Obligor/Asset Locate
- 3 Debt Computation
- 4 Debit/Credit Posting
- 5 Delinquency File
- 6 Typing (Except Legal)
- 7 Legal Typing

APPENDIX V.

CONFIDENTIALITY/PRIVACY LAWS,
REGULATIONS, AND STATUTES

The attached cited laws, statutes, and
regulations govern Montana Child Support
Enforcement Bureau.

V. CONFIDENTIALITY/PRIVACY LAWS, REGULATIONS, AND STATUTES

1. CUSTODIAL INTERFERENCE

Public Law 96-611 Dec. 28, 1980
Parental Kidnaping Prevention Act 1980

2. CHILD SUPPORT ENFORCEMENT BUREAU

Title 45 Code of Federal Regulations

3. PRIVACY - ALL AGENCIES

Federal Freedom of Information Act
Privacy Act of 1975

4. ALL PUBLIC ASSISTANCE STATE AGENCIES

Public Law 97-35 Aug. 13, 1981
Title XXIII Public Assistance Programs

Subtitle A - Aid to Families and
Dependant Children; Child Support Enforcement

5. FEDERAL PARENT LOCATOR SERVICE

Federal Parent Locator Service
State User Guide and Regulations

National and State Credit Bureaus
Opinion: Federal Trade Commission

Disclosure of Consumer Reports to Child
Support Enforcement Agencies under the
Fair Credit Reporting Act

6. SOCIAL & REHABILITATION SERVICES

Public Law 97-35 Aug. 13, 1981
Title XXIII Public Assistance

Public Law 96-265 Title IV
AFDC Provisions and Child Support

7. DEPARTMENT OF JUSTICE

Montana Governor's Executive Order
1-82 Criminal Agency

Federal Register Part III
Criminal History Records

Title 44-5-101 - Montana Criminal
Justice Information Act of 1979

7. DEPARTMENT OF JUSTICE (Cont.)

NCIC Originating Agency Identifier
Policy - Section 5

Title 28 - Part 20 - Criminal Justice
Information Systems

Title 45 Public Welfare Part 303
Office of Child Support Program OP

8. DEPARTMENT OF INSTITUTIONS

Federal Register Part IV DHEW
Confidentiality of Alcohol and Drug

Montana Codes Annotated 53-24-306

9. MONTANA STATE INCOME TAX DIVISION

Federal State Agreement on Coordination of
Tax Administration - Sections 7213 & 7217

Montana Codes Annotated 53-2-50
Montana Income Tax Law

10. EMPLOYMENT SECURITY DIVISION

Unemployment Compensation Amendments of 1976

Public Law 94-566 Section 508

Public Law 95-261 Section 403(b)

Montana Codes Annotated 39-51-1101
Unemployment Insurance

11. WORKERS' COMPENSATION DIVISION

Montana Codes Annotated 39-71-224
Miscellaneous Provisions

12. BUREAU OF VITAL STATISTICS

Montana Codes Annotated 50-15-206
Disclosure of Illegitimate Birth

Montana Codes Annotated 50-15-112 Records

13. OMNIBUS RECONCILIATION ACT OF 1981

14. SOCIAL SECURITY ADMINISTRATION

5 USC 552(a) Privacy Act 1974

15. ENFORCEMENT OF SUPPORT

Title 40 Chapter 5 Montana Codes Annotated

16. POSTAL REGULATIONS

Freedom of Information Act
Part 265

17. VETERAN'S ADMINISTRATION

Public Law 93-647

DM & S Circular 10-79-304
DM & S Circular 10-80-289

18. UNEMPLOYMENT INSURANCE DIVISION

Public Law 96-265 Title IV AFDC and
Child Support Programs

19. FEDERAL FREEDOM OF INFORMATION ACT

5 USCS 522

20. FISH AND GAME

Administrative Rules of Montana
Sub-chapter 2.202

21. BANKS

Consumer Protection Act 612-622

22. CRIMINAL PROSECUTION

7-4-2712, MCA
45-5-621, MCA

